



Quality Improvement Program – New Jersey (QIP-NJ) Secure File Transfer Portal (SFTP) User Guide

Updated June 16, 2021

Introduction

The [QIP-NJ SFTP](#) is the secure website used by the Department of Health (DOH) and participating QIP-NJ hospitals to securely share QIP-NJ files. The purpose of this document is to provide a guide to new and existing users on the QIP-NJ SFTP. If you have any issues accessing or questions regarding the QIP-NJ SFTP, please email QIP-NJ@pcgus.com.

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Security & Confidentiality Statement

Public Consulting Group LLC (PCG), the owner of the QIP-NJ SFTP, remains committed to maintaining strict security and confidentiality standards. PCG will securely handle and store sensitive participant and provider information in accordance with Health Insurance Portability and Accountability Act (HIPAA) requirements, including the Health Information Technology for Economic and Clinical Health (HITECH) Act amendments. PCG’s resources are compliant with industry standard physical and procedural safeguards (NIST SP 800- 114, NIST SP 800-66, NIST 800-53A, ISO 17788, etc.) for confidential information (HITECH, 45 CFR Part 164).

I. Requesting QIP-NJ SFTP Access

Please follow the steps below to request access to the [QIP-NJ SFTP](#):

1. Complete the [QIP-NJ Contact Information and Access Request Form](#) and select “Yes” when asked to access to QIP-NJ SFTP. If you have issues completing this form, please email QIP-NJ@pcgus.com.
2. The QIP-NJ Team will review requests weekly and respond to the request via email confirming or denying the request. *Please note that hospitals are limited to three users (hospital systems receive an additional 2 users). Additional users will be approved on a case-by-case basis. It is recommended that hospitals select users that will be uploading/downloading QIP-NJ files and completing the non-claims-based measures submission.*
3. If the request is approved, hospitals will receive a confirmation email with their username and a second, separate email with their password. *Please note that by logging into the QIP-NJ SFTP, the hospital user agrees it is a representative of the hospital and agrees to all security and confidentiality terms and requirements.*

II. Accessing the QIP-NJ SFTP

Once you receive your SFTP account credentials via email, there are several ways to access the PCG SFTP portal.

1. In any web browser, navigate to the following URL: <https://sftphealth.pcgus.com>. Please note that Google Chrome is the recommended web browser **OR** on the [QIP-NJ website](#), you can find the link under “Useful Links” on the [Participants & Stakeholders](#) webpage.

QIP-NJ Participants & Stakeholders

The QIP-NJ Participants & Stakeholders page houses materials that require action by the participating QIP-NJ hospitals. For other QIP-NJ resource documents, please see the [Documents & Resources](#) page of this website.

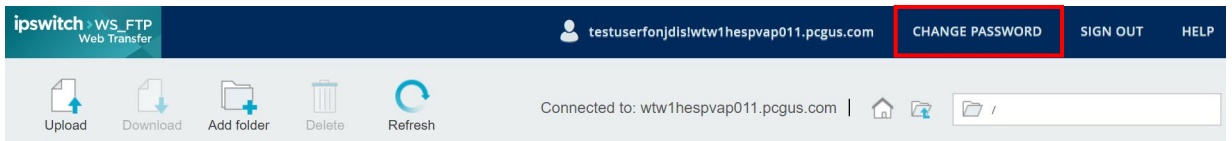
The screenshot displays two main sections on the webpage. On the left, there is a blue header for 'Upcoming QIP-NJ Informational Webinars' which includes a '2021 Webinar Schedule' section with a note that no webinars are currently scheduled. Below this is another blue header for 'QIP-NJ Hospital Reporting Materials'. On the right, there is a green header for 'Useful Links' which contains a red-bordered box around the text 'QIP-NJ Secure File Transfer Portal (SFTP)' and a link to the 'QIP-NJ Dashboard' at the bottom.

2. Either method of accessing the site takes you to the log-in screen:

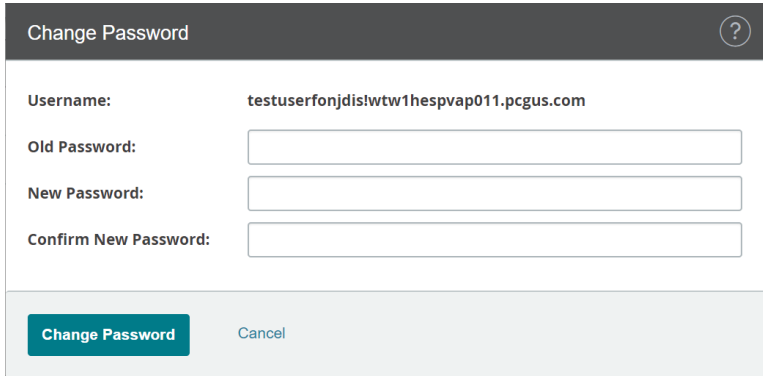
The screenshot shows the login interface for ipswitch WS_FTP Web Transfer 2017. The background is dark blue with the ipswitch logo and the text 'WS_FTP Web Transfer 2017 Proven, Scalable, Secure FTP'. A white login form is centered on the right, containing fields for 'Username' (with placeholder text 'enter username here'), 'Password' (with masked characters), and a 'Language' dropdown menu set to 'English'. There is a 'Remember me' checkbox and an orange 'Sign In' button at the bottom of the form.

III. Changing Your QIP-NJ SFTP Password

1. Your initial credentials include a generated password. You can customize your password by clicking on the change password link at the top right of the portal:



2. You will be prompted to enter your old password and the new password. Please note that the new password must contain at least one letter, one number and one special character.

A screenshot of a 'Change Password' dialog box. The title bar says 'Change Password' with a question mark icon. The form contains the following fields:

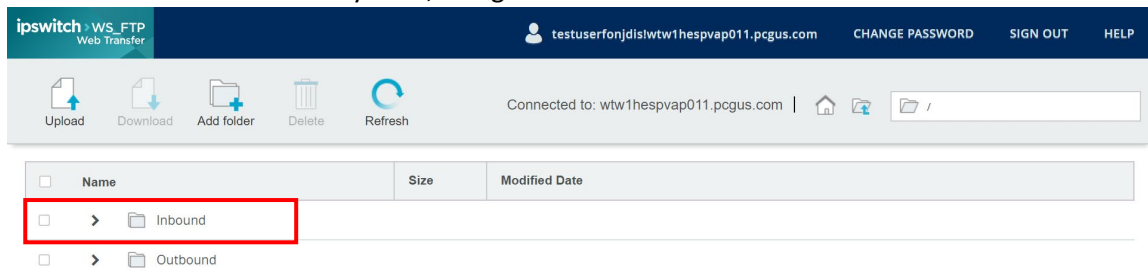
- Username:** testuserfonjdislwtw1hespvap011.pcgus.com
- Old Password:** [Empty text input field]
- New Password:** [Empty text input field]
- Confirm New Password:** [Empty text input field]

At the bottom, there are two buttons: a teal 'Change Password' button and a grey 'Cancel' button.

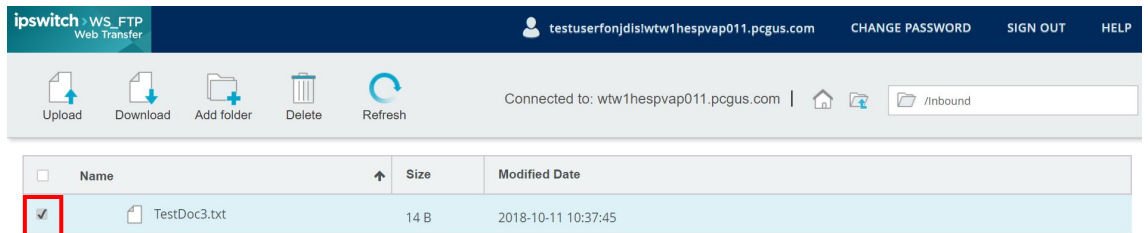
IV. Downloading Files Distributed by DOH

When DOH distributes QIP-NJ materials to the hospitals through the [QIP-NJ SFTP](#), DOH will email the appropriate hospital contacts to inform them that new materials are available for download. The DOH QIP-NJ team will also email the full DSRIP contact list to announce when major materials are distributed.

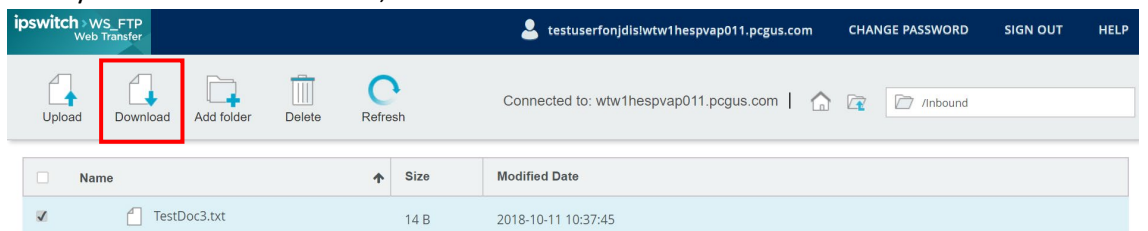
1. Log into the [QIP-NJ SFTP](#) using your log in credentials.
2. Navigate to your hospital's folder (if applicable)
SFTP users who have access to multiple hospitals (e.g. health system users) will see a list of all those hospital folders when they first enter the SFTP site.
3. To retrieve files distributed by DOH, navigate to the Inbound folder.



4. Once you have found the file you would like to download, click the checkbox next to that file to select it.



5. Once you have selected the file, click 'download files.'

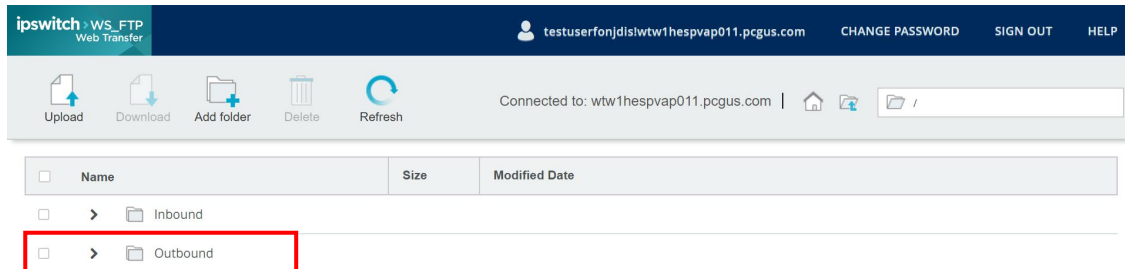


6. Select the destination folder on your computer, then click OK to transfer the file.

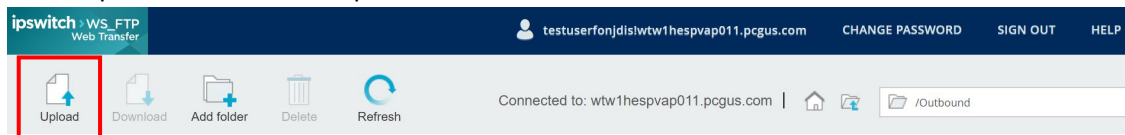
V. Uploading Files to Submit to DOH

The hospitals will be instructed when the DOH expects them to submit materials through the SFTP. To submit your materials, you will have to upload documents within your SFTP account.

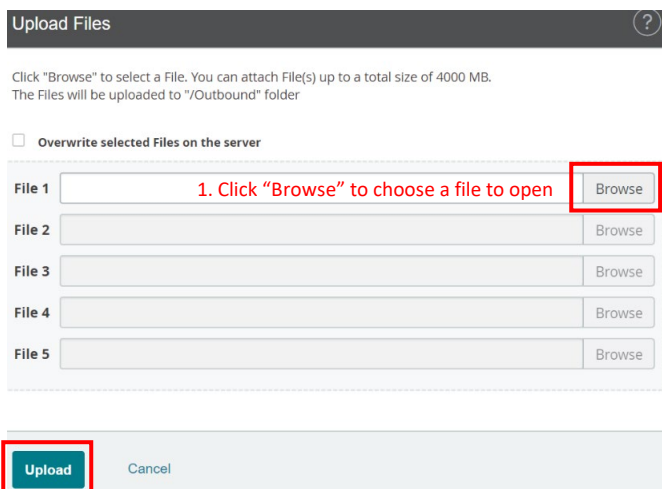
1. Log into the [QIP-NJ SFTP](#) using your log in credentials.
2. Navigate to your hospital's folder (if applicable)
SFTP users who have access to multiple hospitals (e.g. health system users) will see a list of all those hospital folders when they first enter the SFTP site.
3. To upload files to DOH, navigate to the Outbound folder.



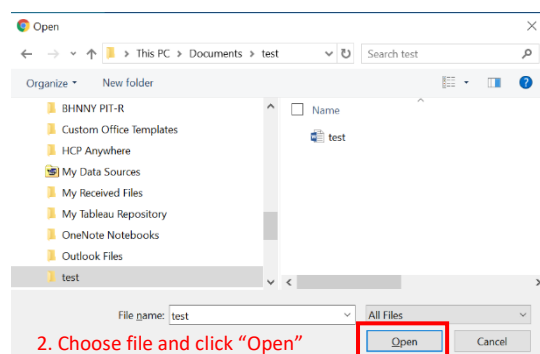
4. Click "Upload Files" on the top menu bar of the screen.



5. Select your files and then click "upload." You can upload five files at one time but can repeat the process as many times as you need to submit all your files.
To avoid download issues, please follow the naming convention provided by DOH in guidance documents and use your hospitals abbreviated name reference in [Section VI.B](#).



3. Click "Upload"



VI. QIP-NJ SFTP System Properties

A. Forgot Password

If you forget your password, please email QIP-NJ@pcgus.com.

B. File Naming Conventions

To prevent download issues within the SFTP, hospital users should limit the length of the folder/file names. Please refer to the naming conventions provided in guidance documents when uploading files. Additionally, please use the hospital's abbreviated name, provided in Table 1, when naming files.

Table 1. Hospital Abbreviated Names

Full Hospital Name	Abbreviated Hospital Name
Atlanticare Regional Medical Center	Atlanticare
Bergen New Bridge Medical Center	New Bridge
Cape Regional Medical Center	Cape RMC
Capital Health Medical Center - Hopewell	Capital – Hopewell
Capital Health Regional Medical Center	Capital – Regional MC
CarePoint Health - Bayonne Medical Center	CarePoint – Bayonne
CarePoint Health - Christ Hospital	CarePoint – Christ
CarePoint Health - Hoboken University Medical Center	CarePoint – Hoboken
CentraState Medical Center	CentraState
Chilton Medical Center	Chilton
Clara Maass Medical Center	Clara Maass
Community Medical Center	Community
Cooper University Health Care	Cooper
Deborah Heart and Lung Center	Deborah
East Orange General Hospital	East Orange
Englewood Hospital	Englewood
Hackensack Meridian Health Palisades Medical Center	HMH Palisades
Hackensack Meridian Health Pasack Valley Medical Center	HMH Pasack
Hackensack University Medical Center	Hackensack UMC
Hackensack University Medical Center, Mountainside	Hackensack Mountainside
Hackettstown Medical Center	Hackettstown
Hoboken University Medical Center	Hoboken
Holy Name Medical Center	Holy Name
Hudson Regional Medical Center	Hudson
Hunterdon Medical Center	Hunterdon
Inspira Medical Center - Vineland	Inspira – Vineland
Inspira Medical Center / Mullica Hill & Elmer	Inspira – Mullica-Elmer
Jefferson Health New Jersey	Jefferson
Jersey City Medical Center	Jersey City
Jersey Shore University Medical Center	Jersey Shore
JFK Medical Center	JFK

Monmouth Medical Center	Monmouth
Monmouth Medical Center Southern Campus	Monmouth – Southern
Morristown Medical Center	Morristown
Newark Beth Israel Medical Center and Children's Hospital of New Jersey	Newark BI
Newton Medical Center	Newton
Ocean Medical Center	Ocean
Overlook Medical Center	Overlook
Penn Medicine Princeton Medical Center	Penn Medicine
Raritan Bay Medical Center, Old Bridge	Raritan – Old Bridge
Raritan Bay Medical Center, Perth Amboy	Raritan – Perth Amboy
Riverview Medical Center	Riverview
Robert Wood Johnson University Hospital	RWJ University
Robert Wood Johnson University Hospital Hamilton	RWJ – Hamilton
Robert Wood Johnson University Hospital Rahway	RWJ – Rahway
Robert Wood Johnson University Hospital Somerset	RWJ – Somerset
Salem Medical Center	Salem
Shore Memorial Hospital	Shore
Southern Ocean Medical Center	Southern Ocean
St. Barnabas Medical Center	St. Barnabas
St. Clare's Health - Denville	St. Clare's – Denville
St. Clare's Health - Dover	St. Clare's – Dover
St. Francis Medical Center	St. Francis
St. Joseph's University Medical Center	St. Joseph's
St. Luke's Warren Campus	St. Luke's
St. Mary's General Hospital	St. Mary's
St. Michael's Medical Center	St. Michael's
St. Peter's Healthcare System	St. Peter's
The Valley Hospital	Valley
Trinitas Regional Medical Center	Trinitas
University Hospital	University
Virtua Memorial Hospital of Burlington County	Virtua – Burlington
Virtua West Jersey Health System	Virtua – West Jersey
Virtua Willingboro Hospital	Virtua - Willingboro
Virtua Our Lady of Lourdes Hospital	Virtua - Lourdes

C. File Notifications

Hospitals will be informed via email from QIP-NJ@pcgus.com when files have been uploaded to the SFTP by DOH. Hospitals will also receive a confirmation email from QIP-NJ@pcgus.com to confirm DOH has received files uploaded by the hospitals.

D. File Archiving

Sixty days following the distribution of the final payment letters to hospitals, DOH will archive all appropriate MY files into a MY specific archive folder. Folders and files will remain available to SFTP users but will be moved to ensure that the current MY file folders do not get cluttered.