

CARE Act

Community Assistance, Recovery, and Empowerment Act

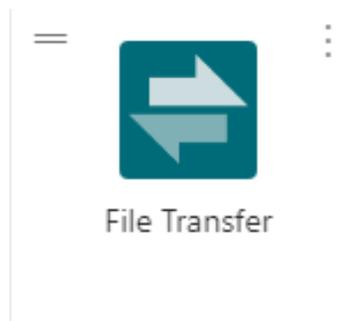
Guide to Uploading Documents on MOVEit

This is a step-by-step guide that allows you to follow along and access the MOVEit file transfer application. This step-by-step guide is best used in conjunction with the [Data File Submission and Quality Assurance Overview training](#).

Please follow this guide after you have registered with a Microsoft account and logged into the DHCS environment.

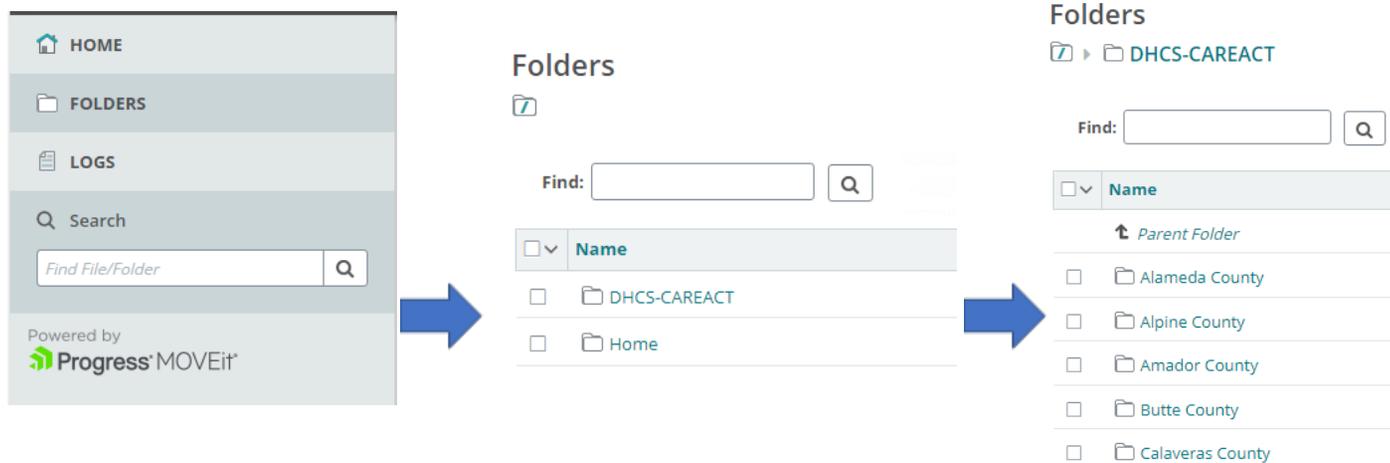
If you have any questions or need assistance, please contact the Health Management Associates' (HMA) data team at: CAREDataTeam@healthmanagement.com or complete a Data Collection and Reporting TTA Request [form](#).

1. Navigate to the MOVEit file transfer application and open it up.

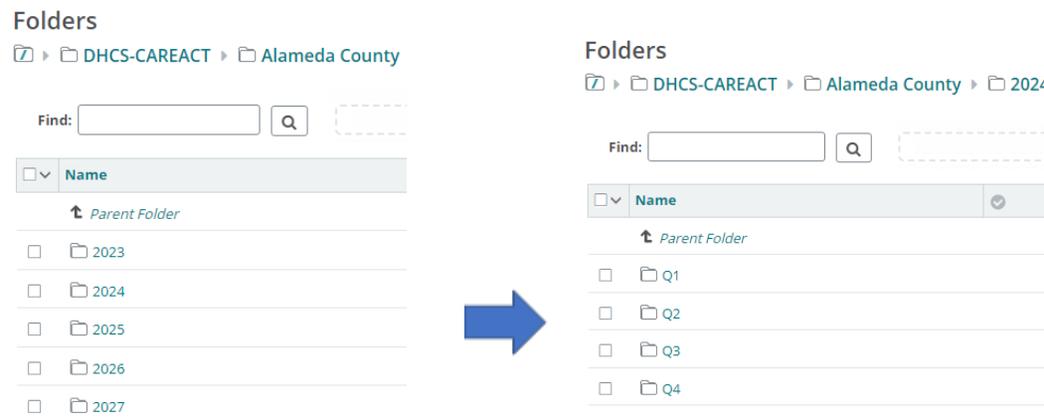


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- Once open, you will notice a left side panel that has "Folders." When you click on that, you will see a DHCS-CAREACT folder. Click on that folder, and you will see the county you represent.



- Within that county folder, you will see individual year folders. When you click on a year folder, you will see folders titled for each quarter.



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4. Navigate to the folder that aligns with the reporting period (see below for reporting schedule). For example, if you have a data template that is filled in with data from December 2023, you will want to open the corresponding year folder (in this instance 2023) and upload the data to the corresponding quarter folder (in this instance Q4).

Reporting Period	Submission Deadline
January 1 – March 31	May 30
April 1 – June 30	August 29
July 1 – September 30	November 29
October 1 – December 31	March 1

5. Each quarter folder should have 3 files. For example, for counties that started implementation October 1, 2023, the first data submission will be from Q4 of 2023, so there will be one file for October, one file for November and one file for December. For counties that started implementation December 1, 2023, there will be only one data file for December.
6. To upload the data, please be sure your file is saved within your DHCS environment.
7. Follow the naming conventions:
 - **Initial submission:** Name of County_MMYYYY, where MM corresponds to the reporting month and YYYY the reporting year
 - E.g., "Orange_012024"

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- **Re-submissions:** Name of County_MMYYYY_Resubmission_DDMMYYYY
 - It will be the name of the county, month and year of the reporting month, resubmission, and date of resubmission.
 - E.g., "Orange_012024_Resubmission_02152024"

8. Click on "Upload Files" button in the upper right-hand corner and click on "Browse" to locate the file where you saved it, then you will click "Upload."

The screenshot illustrates the file upload process in the MOVEit system. At the top, a dashed box contains the text "Drop files to upload." and a teal "Upload Files" button. A large blue arrow points down to a form. The form includes a "Notes" text area, a "Drop files to add or Browse..." area, and "Upload" and "Cancel" buttons at the bottom.

Drop files to upload.

Upload Files

Upload To
/DHCS-CAREACT/Resources

Notes

Drop files to add or Browse...

Upload Cancel