

DMDC Electronic File Transmission Instructions for PARIS

Defense Manpower Data Center (DMDC) provides computer services for the Administration for Children and Families (ACF) specifically for the Public Assistance Reporting Information System (PARIS) program.

DMDC receives data from State Public Assistance Agencies (SPAAs) and loads match files on the FLINT Server for the PARIS program. Each SPAA must have an account on FLINT to send to or pull data from DMDC. To obtain an account for the FLINT Server, SPAAs must submit a System Authorization Access Request (SAAR) and use SSH File Transfer Protocol (SFTP).

The steps below outline the process to obtain an account on DMDC's FLINT Server and the process of the match data.

Flint Server Account Creation Procedure

Step 1 (SPAA Action)

Complete and submit a SAAR to DMDC three to four months prior to the submission quarter.

SAAR LINK: https://www.acf.hhs.gov/sites/default/files/paris/saar_for_flint_server_state.pdf

SAAR Instructions:

- Part I, Sections 1-12: Complete by the customer receiving the USERID. For the IA training Item 10 put the date of the last Personally Identifiable Information (PII) training. The training can be obtained by contacting ACF at paris@acf.hhs.gov. Additionally, provide the SPAA's 'outward-facing/internet' server IP address to complete the connectivity.
- Part II, Section 13 and 17-20b: Complete by the customer's office. Include the primary and secondary point of contact's full name (including middle initial; use NMI if none), telephone number and a work email address for each POC. Also indicate if you can use SFTP (Standard SFTP Port 22) on the application
- Part II, Section 21-21b: Sign by the person tracking the customer's security training.
- Part II, Section 22-25: Sign by the customer's IA office
- Part III, Section 28-32: Sign by the customer's security office. Once completed digitally sign the form, unless you do not have that capability, then you may sign it by hand and scan it. Save and name the file "SAAR for Flint Server (insert the state).pdf".

Email the completed form to the following:

- Portia Gilliam, portia.a.gilliam.civ@mail.mil
- Ann Cooke, ann.m.cooke.civ@mail.mil
- Hiram Cooke, hiram.h.cooke2.ctr@mail.mil

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Step 2 (DMDC Action)

Process the SAAR.

Hiram Cooke sets up user account on FLINT and completes connectivity testing with the SPAA technical personnel identified in the SAAR. **The process is lengthy, therefore please anticipate approximately two to three months for processing.**

DMDC Personnel Information

Portia Gilliam

portia.a.gilliam.civ@mail.mil

571-372-1152

Ann Cooke

System Administrator

IT Operations

ann.m.cooke.civ@mail.mil

831-583-2400

Hiram H. Cooke II

FLINT Server Technician

hiram.h.cooke2.ctr@mail.mil

831-583-2400

FAX number for DMDC West Coast: 831-583-2339

SPAA DATA FILE TRANSMISSION PROCEDURES

PARIS File Schedule: PARIS matches takes place February, May, August and November of each year. SPAAs will receive advanced notice of the exact match dates via PARIS transmittal (sent out as an email from the PARIS Board of Directors email and/or posted on the PARIS website <https://www.acf.hhs.gov/paris>). SPAAs will also receive a PARIS transmittal reminder at the beginning of the submission month (i.e. a due date notice will be sent out at the beginning of August when the August submission is due). At a minimum to help meet CMS requirements in the most coordinated manner, each SPAA is encouraged to participate in the AUGUST interstate match. Each SPAA may participate in as many of the program matches offered.

Step 1 (SPAA Action)

When SPAAs are notified by the PARIS program via email / PARIS transmittal that quarterly submissions of data is due, each SPAA shall:

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TRANSMIT THE DATA FILE TO DMDC

- A. The inbound file name MUST use the below naming convention: PARIS.AL.P<YYYYMM> /* where <YYYYMM> = 4byte year and 2byte month; example: 202005 for May 2020 */ **DMDC automated process will error out if the name of the data file is inconsistent with the above mentioned.**

Notes: the filename is all uppercase letters. The files remain in the submitter's folder for 30 days after which the processes will automatically delete them.

- B. Email Portia Gilliam at portia.a.gilliam.civ@mail.mil
- Subject: submission quarter –example: 202005 State & the word “PARIS Participation” (i.e. the subject for Alabama for May 2020 would be “202005 AL PARIS Participation”)
 - Identify the method of transmission (ex. SFTP), RECORD COUNT (ex. 600,000), and the Point of Contact

Step 2 (DMDC Action)

- A. After DMDC confirms all the intended data files have been received and verified, DMDC will send an email to the submitters confirming receipt and begin the match. **It will take approximately one month from the submission month to complete the match.**
Example: submission August 10 match ready to pull September 10.
- B. Once the match is complete, DMDC will put the match files (**VA, Interstate and Federal based on the Memorandum of Understanding (MOU)) in the SPAA'S FLINT Server folder for the SPAA to extract/pull, and notify the SPAA via email. The outbound file names are:
- <STATE ABRV>InterStateResp
 - <STATE ABRV>FederalResp
 - <STATE ABRV>VAResp
 - Example for Alabama: ALInterStateResp, ALFederalResp, and ALVAResp

Note: In order to participate and receive a match file for the VA and/or Federal Match, SPAAs must have a current signed MOU on file with ACF. ACF provides DMDC a list of the SPAAs with current signed MOUs prior to the match. The list is use by DMDC to exclude SPAAs without a current signed MOU from the match.

These instructions will be updated as appropriate.