

Community Supports (CS) Provider Reporting Schedule

The schedule below lists the timeline for the Authorization Status File (ASF) and the Return Transmission File (RTF). Providers must ensure they have access to the [Secure File Transfer Portal \(sFTP\)](#) in order to exchange reports with PHC. Please contact the CS Helpdesk at CommunitySupports@partnershiphp.org for questions.

Report and Naming Convention	Due Date	Responsible Party
CS Authorization Status File (ASF): <i>CS-ASF_Provider Name</i>	1 st week of the month	PHC
CS Return Transmission File (RTF) Pre-filled	4 th week of the month	PHC
CS Return Transmission File (RTF): <i>CS-RTF_Provider Name</i>	1 st Friday of the Month	CS Providers
Provider Capacity Survey - released (Google Form)	2 nd Monday of the Month	PHC
Provider Capacity Survey (DUE)	Friday of the same week	CS Provider

Accessing ASF and RTF files:

1. Complete and submit the [Reporting Contact Form](#) and return to the CS Helpdesk
2. PHC's EDI Team will send you a separate email with your sFTP username, password, and a user guide for the [portal](#)
3. Once access is granted you will be able to log in, download the ASF, and download/upload the RTF during the days listed above. Please note that the Provider Capacity Survey link will be sent via Google Forms.

Resources:

[DHCS CalAIM Data Guidance: Community Supports Member Information Sharing Guidance](#)