

MDH and FileZilla secure document exchange program

Starting January 2025, we are adding new ways to use FileZilla for participating local health departments (LHDs) and Case managers.

FileZilla can provide the following information for Case managers:

- A list of clients who are out of care
- Clients that are not virally suppressed
- Clients that are due/overdue for MADAP recertification
- Monthly MADAP Application Status

FileZilla and MADAP:

MADAP can accept documents scanned to a drive mapped by the Maryland Department of Health's Office of Enterprise Technology (OET). Currently, several health departments are sending documents to MADAP using this system.

MADAP has been using FileZilla to exchange documents with local health departments (LHDs) since 2019. We are updating our use of FileZilla to streamline the shared processes of documents and client-level reports between MDH and LHDs.

Case managers can send MADAP applications and documents by simply dragging and dropping them into their designated folder, and they can check the folder to confirm if documents have been received. *(Please allow our staff 1 business day before checking. Document receiving hours are from 8 am to 3 pm, Monday through Friday.)*

How do I know if my document has been received?

Once MADAP staff receives your document, they will move it from the main folder into a folder with the date documents were received. *Please refer to the receiving hours above for cut-off times.*

How do I get access to FileZilla?

Scan the QR code and fill in the [form](#) with the necessary information to request access for yourself and any staff members who may need to exchange documents with MADAP.

After your request is submitted, you will receive an email from our Department of Enterprise Technology (OET) staff with user login information. If you had FileZilla previously, you will receive an email from MADAP staff with your login details.

SCAN HERE



For more information contact us:

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Email: **Client.Services@maryland.gov**