COMMUNITY-BASED ADULT SERVICES (CBAS)

PEACH PROVIDER PORTAL SUBMISSION INSTRUCTIONS

The Peach Provider Portal allows CBAS centers to securely submit files to the California Department of Aging (CDA).

Files containing confidential and protected health information (PHI), are subject to regulations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Do **not** share your username and/or password with anyone.

INSTRUCTIONS FOR SUBMITTING FILES VIA THE CDA PEACH PROVIDER PORTAL

1. Go to: https://peach.aging.ca.gov using your Google Chrome internet browser.
2. Enter your email address and select *Submit*. An email will be generated to your email address if you have a user account.
3. Click the link provided in the email to access the Peach Provider Portal Login Page and enter your passphrase.

NOTE: For detailed instructions regarding the login process, please consult the Peach Provider Portal Login Instructions document on the CBAS webpage.

4. Select either **File Upload**, **MSSR**, **ERS**, or **PCR** from the home page.
5. For "File Upload" uploads, proceed according to the following instructions:
6. In the first box, select your appropriate center from the drop-down list.

NOTE: If you are a representative of more than one center those centers will appear in the drop-down list.

7. Select "*Add New Files*" to locate your file.
8. Navigate to the file you want to upload select the file and select "*Open*".
9. Select the "+" to add more files or select "*Upload 1 file*" to upload the file.

NOTE: Repeat Steps "7" through "9" to submit multiple files through the Peach Provider Portal.

10. For MSSR uploads, proceed according to the following instructions:
11. Select your appropriate center from the drop-down list.

NOTE: If you are a representative of more than one center those centers will appear in the drop-down list.

12. Select the appropriate month from the drop-down list.

13. Select the appropriate shift from the drop-down list.

NOTE: If your center is approved for flexible scheduling and operates more than one shift, there will be an option for those shifts in the drop-down list.

14. In Boxes #1 though #7, enter the data according to the Monthly Statistical Summary Report Instructions.

15. For the ERS portal, proceed according to the ERS Portal Instructions.

16. For PCR uploads, proceed according to the following instructions:

17. In Box #1, select your appropriate center from the drop-down list.

NOTE: If you are a representative of more than one center those centers will appear in the drop-down list.

18. In Box #2, select "**Browse**" to locate your file.

19. Navigate to the file you want to upload select the file and select "**Open**".

20. In Box #2, select "**Submit**" to upload the file.

21. When finished, select the icon " 🚪 " in the top right corner and click on "**Logout**".

INSTRUCTIONS FOR MANAGING YOUR ACCOUNT
Removing or Adding a New User

22. Complete the CBAS Peach Provider Portal Action Request located in the Peach Provider Portal section of the CBAS webpage.

23. Submit to CBAS Bureau General Email (cbascda@aging.ca.gov).

24. An email confirmation will be sent to you once changes have been made.