

**Members' PCP File
& Submission Specifications
Version 1.3**

Provider Agreement Effective July 1, 2006 to June 30, 2007

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1. Introduction

This document describes the file layout to be used for the Members= PCP File. This file is designed to capture each member=s primary care physician (PCP) for a given month. FTP client software capable of 128 bit encryption will be required to connect to the server.

2. Changes from Previous Instructions

Security Changes

In accordance with federal privacy and security requirements per the Health Insurance Portability and Accountability Act (HIPAA), certain data transfers, including the Members' PCP file submitted to the Ohio Department of Jobs and Family Services (ODJFS) via file transfer protocol (FTP) and the subsequent activity files generated by ODJFS, must be protected through a secure, encrypted transmission system. Beginning on May 1, 2004, FTP client software capable of 128 bit encryption will be required to connect to the server.

Changes to the file specifications

Data for the 'Payment Arrangement' field will be required instead of optional.

MCPs will only need to provide information on status changes, instead of submitting the full membership each month. Status changes that must be submitted include:

1. Newly enrolled members. For example, if a new member is enrolled in the MCP during July, 2004 then the MCP must include information regarding this member in their September, 2004 file submission. Thereafter, the MCP will not need to submit information on this member unless there is a change in PCP, PCP status, or payment arrangement.
2. PCP changes. For example, if the PCP of the member changed from PCP 3451234 in July, 2004 to PCP 7654305 in August, 2004 then the MCP must submit this change to ODJFS with the October, 2004 file submission. For this member, the enrollment month in the file should be "08/2004". When submitting changes, the MCP should submit the entire record for the member (not just the field involving the change).
3. PCP Status or Payment Arrangement changes. For example, if the payment arrangement of the member changed from fee-for-service (value of '1') in July, 2004 to full capitation (value of '3') in August, 2004, then the MCP must submit this change to ODJFS with the October, 2004 file submission. For this member, the enrollment month in the file should be "08/2004". When submitting changes, the MCP should submit the entire record for the member (not just the field involving the change).

In addition to submitting status changes, the MCPs must also submit:

1. Any corrections to data previously submitted. For example, if the PCP of a member was originally submitted as 1234567 for enrollment month June, 2003 and later the MCP discovers that the PCP for this member for June, 2003 should have been 7654321, then this correction must be included in the file. When submitting corrections, the MCP should resubmit the entire record for the member (not just the field related to the error). Updated records will completely overlay the most recently accepted record.

As discussed earlier, when submitting new data an MCP does not need to send in a record for each month. However, if the MCP is making corrections to previously submitted data, then the MCP must submit a record **for each** month affected by the correction. For example, regarding the example discussed above, if the PCP for the member should have been 7654321 for the period from June, 2003 through December, 2003, then a record for June, July, August, September, October, November, and December should be resubmitted showing the PCP as 7654321.

2. Records that were rejected for errors. These records should be resubmitted in the month following the month in which they were rejected.

If no information is submitted regarding a member and the ODJFS recipient master file shows that the person continues to be a member with the MCP, then it will be assumed that the member continues to have the same information previously submitted by the MCP. If the member is no longer with the MCP, it is not necessary for the MCP to submit this as a change. ODJFS will determine monthly MCP membership by referencing internal enrollment files.

3. File Name

The file name should contain a unique character identifying the file type, the submitter=s ID, and the month and year of submission, as indicated below.

pxxxmmyy.t00

Position	Symbol	Description
1	p	>p= Indicates PCP file
2-4	xxx	MCP Submitter ID (Use codes from ODJFS MCP Submitter ID Table in Appendix A)
5-8	mmyy	mm Month of submission yy Year of submission
9	.t00	Extension: t >t= represents a text file 00 >00' is the number of text file submission for the month. Increment by 1 with each new file submission. First file submission for each month begins with >00', the next >01', etc.

Example: File name for the initial submission for January 2002:

pxxx0102.t00

If necessary, a second file for the month of January would be:

pxxx0102.t01

The initial file for February, 2002 would be named:

pxxx0202.t00

4. Delimiters

The delimiters are as follows:

This delimiter symbol:	Is this character:	Means this:
	Bar	End of a label field
~	Tilde	End of a data field
,	Comma	Separates multiple values within a data field

5.0 Fields/Records

5.1 Label Fields

Label fields are fields that identify the data in the following field. A label field precedes each data field (see sample record in section 5). Label fields are standard for delimited files.

Note: All label fields must be included in the record, even if the corresponding data fields contain no data.

5.2 Data Fields

Data fields are fields that contain the value for each data item.

If no data is available for a data field:

Insert a tilde character (~) immediately after the field label and bar character (|).

Then, continue with the next field. For example, the format of a record with no payment arrangement code is as follows:

PAYARRANGE|~

5.3 Records

A carriage return or line feed is required at the end of each record.

6. File Layout

Field Type	Field Name	Required, Optional, or Conditional	Description
Label	ENROLLMONTH	R	
Data	Enrollment Month	R	Month & year of enrollment, Format MM/YYYY
Label	MCPMEDPROVNO	R	
Data	Submitting MCP=s Medicaid Provider ID	R	7 digit Medicaid Provider Number of Submitting MCP for the county in which the member resides
Label	MEDRECIPIENTID	R	
Data	Medicaid Recipient ID	R	12 digit Medicaid recipient ID of member
Label	PCPSTATUS	R	
Data	PCP Status	R	0, 1, or 2 Enter A0" if the member was not designated a PCP. Enter A1" if the member=s PCP changed during the month. Enter A2" if the member=s PCP remained the same for the entire month.
Label	PCPMEDICAIDID	R	
Data	Primary Care Provider=s Medicaid ID	C Required if PCPSTATUS = 1 or 2	7 digit Medicaid Provider ID of the Primary Care Provider for the member for the month in the ENROLLMONTH field. For members that change PCPs mid-month, enter the member=s PCP as of the end of the month
Label	PAYARRANGE	R	

Field Type	Field Name	Required, Optional, or Conditional	Description
Data	Payment Arrangement	R	Description of Payment Arrangement between MCP & the PCP. Choose one of the following: 1 - Fee-for-service (no capitation) 2 - Partial Capitation (capitation paid to PCP covers some PCP services) 3 - Full Capitation (capitation paid to PCP covers all PCP services)

7. Sample Record

ENROLLMONTH|01/2002~MCPMEDPROVNO|0233894~MEDRECIPIENTID|
123456789999~PCPSTATUS|2~PCPMEDICAIDID|0123456~PAYARRANGE|3~

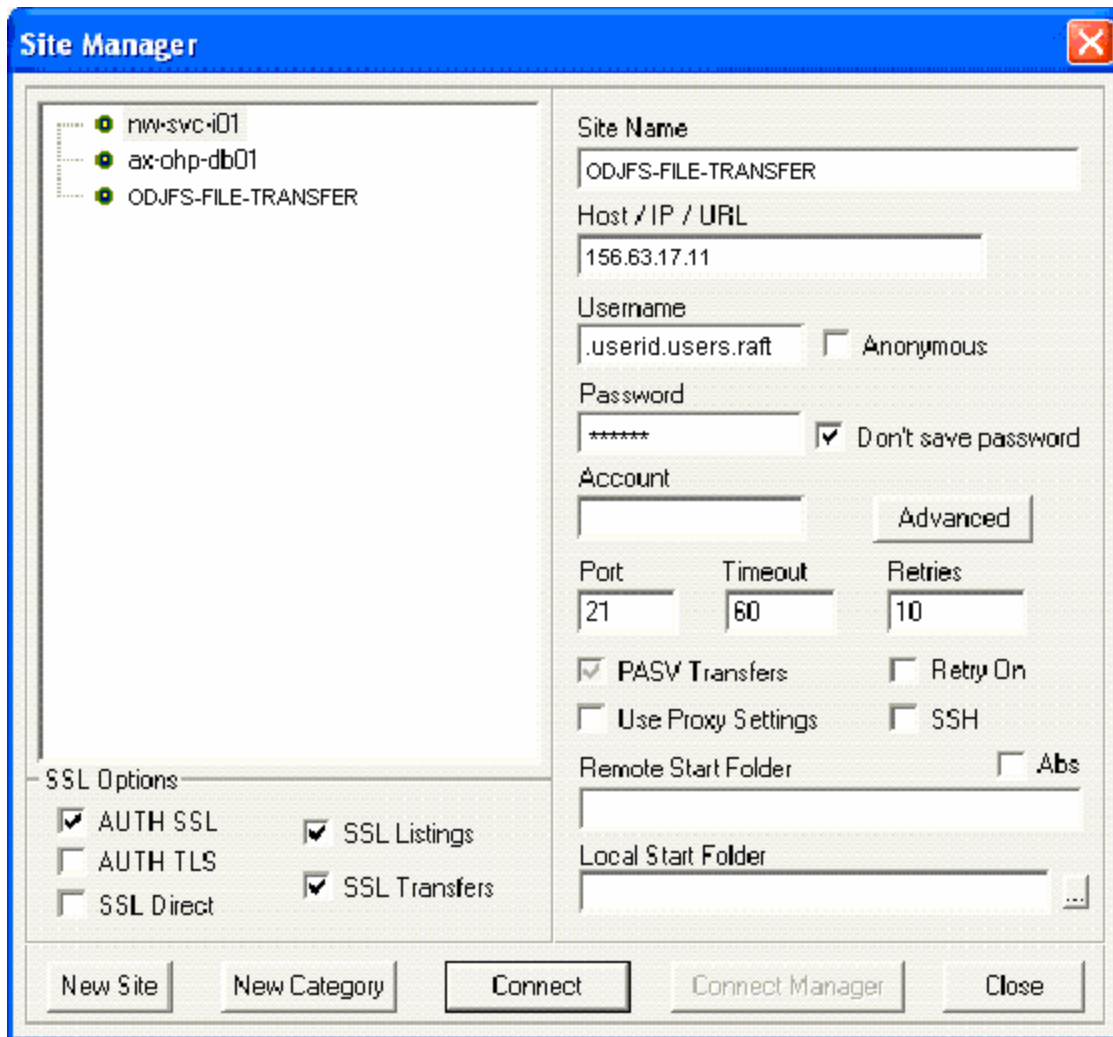
8. File Submission

Each MCP must submit data through secure file transfer protocol (SFTP). There is a variety of client SFTP software available for this purpose.

Client software requirements for SFTP:

- Allow authorization secure sockets listing (AUTH SSL).
- Support SSL Listings.
- Support SSL Transfers.
- Connect to IP address: 156.63.17.11.

Below is an example of an FTP client application properly configured to connect to ODJFS' SFTP server:



The example was taken from the Core FTP Lite application. To configure your specific FTP client software, refer to the documentation provided with that software from the manufacturer.

Appendix A

ODJFS MCP Submitter ID Table

MCP Submitter ID	MCP
420	Buckeye Community Health Plan
315	CareSource
313	MediPlan
325	Paramount
327	QualChoice Health Plan
329	SummaCare