

APPENDIX B

ASSIGNMENT UTILIZATION FILE (AUF) FORMAT AND PROCESS

Assignment Utilization File (AUF) Format:

- Medicaid billing number for each assistance group member;
- case number;
- category;
- sequence;
- The county/region of residence
 - Northwest region – R1
 - Northeast region – R2
 - East Central region – R3
 - Northeast Central region – R4
 - West Central region – R5
 - Central region – R6
 - Southeast region – R7
 - Southwest region – R8;
- The Medicaid provider number of the most recent regularly visited primary care physician (PCP) (according to Medicaid fee-for-service (FFS) claims data);
- The ODJFS-recommended MCP match for each AG;
- The pathway code used in making the MCP selection. This code is to be included on the CCR sent to the MCP.

Mandatory County Assignment Procedure:

All assistance groups (AG) in mandatory selection counties that are unable or do not make a choice of a managed care plan (MCP) following receipt of a notification of mandatory selection (NMS) must be assigned to an MCP using the following procedure:

- (A) Access, on a daily basis, data provided by ODJFS via the daily eligibility file and utilize the data to populate the contractor's management information system (MIS). The file provides identifying information on every assistance group (AG) and member of the AG the day the AG is authorized for Medicaid in an MCP-eligible category and sent an NMS by ODJFS (Sample NMS attached to procedure). The AG is defined by case number, category and sequence;
- (B) Identify, on a daily basis, all AGs reported on the daily eligibility file that have failed to voluntarily select an MCP within the date specified on the AG's NMS;
- (C) Utilize the ODJFS-provided AUF when assigning eligibles to an MCP. The file, in CRIS-E case number order, will be updated minimally on a monthly basis and will provide, in text delimited ASCII file format, information for each AG member as referenced in the AUF format above;
- (D) All eligibles on the AUF listed in the same AG will be in the same MCP. MCP membership is by AG;
- (E) Assign AGs that have no members appearing on the AUF to the MCP using ODJFS-determined defined parameters;

- (F) Notify the AG, by mail, of its assignment to an MCP. The notice shall:
 - a. Identify the MCP to which the AG was assigned;
 - b. Explain the importance of selecting an MCP;
 - c. Advise the AG that if the AG prefers a different MCP, the AG has until (date [18 days from the mail date of the notification]) to contact the contractor and make a new selection;
 - d. Remind the AG that if the AG does not contact the contractor, it will be assumed that the AG agrees with the MCP assignment and the selection will be processed. The notice shall be concise and easily understood by the AG representative. It shall be placed in a sealed envelope or folded and sealed to assure confidentiality;

- (G) Fourteen calendar days following the expiration date on the assignment notification, assign AGs that have not contacted the contractor. Data enter the assignment in CRIS-E via the nightly batch process referred to in Section 2.5.5 (A) (1) of the RFP. The selection effective date must be the first day of the next available month based on state cut-off. Assign eligibles (case additions) who were not listed on the AUF, but appear in the same AG in CRIS-E, to the same MCP as the rest of the AG listed on the AUF; and

- (H) All identified PCP Medicaid provider numbers, as found in FFS history, must be included with the selection data forwarded to the MCP as specified in Section 2.5.1 (B)(5).

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