



Enhanced Care Management Members= PCP File & Submission Specifications

**Ohio Department of Job & Family Services
Office of Ohio Health Plans
Bureau of Managed Health Care**

March 2005
Version 1.0

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1. Introduction

This document describes the file layout to be used for the Enhanced Care Management (ECM) Members= PCP File. This file is designed to capture each member's individual primary care physician (PCP) for a given month. The provider number of the member's individual PCP, and not the group number of which the PCP is a member of, must be submitted to ODJFS.

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. FTP client software capable of 128 bit encryption is required to connect to the server.

ECM plans (ECMPs) will only need to provide information on status changes, instead of submitting the full enrollment each month. Status changes that must be submitted include:

1. Newly enrolled members. For example, if a new member is enrolled in the ECMP during September, 2004 then the ECMP must include information regarding this member in their November, 2004 file submission. Thereafter, the ECMP will not need to submit information on this member unless there is a change in PCP or PCP status.
2. PCP changes. For example, if the PCP of the member changed from PCP 3451234 in September, 2004 to PCP 7654305 in October, 2004 then the ECMP must submit this change to ODJFS with the December, 2004 file submission. For this member, the enrollment month in the file should be "10/2004". When submitting changes, the ECMP should submit the entire record for the member (not just the field involving the change).
3. PCP Status changes. For example, if the PCP status of the member changed from a value of '1' in September, 2004 to a value of '2' in October, 2004, then the ECMP must submit this change to ODJFS with the December, 2004 file submission. For this member, the enrollment month in the file should be "10/2004".

In addition to submitting status changes, the ECMP 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 September, 2004 and later the ECMP discovers that the PCP for this member for September, 2004 should have been 7654321, then this correction must be included in the file. When submitting corrections, the ECMP 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 ECMP does not need to send in a record for each month. However, if the MCP is making corrections to previously submitted data, then the ECMP 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 enrolled with the ECMP, then it will be assumed that the member continues to have the same information previously submitted by the ECMP. If the member is no longer enrolled with the ECMP, it is not necessary for the ECMP to submit this as a change. ODJFS will determine monthly ECM enrollment by referencing internal enrollment files.

2. 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.

mxxxmmyy.t00

Position	Symbol	Description
1	m	>m= Indicates PCP file
2-4	xxx	ECMP Submitter ID (Use codes from ODJFS ECMP 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 November 2004:

mxxx1104.t00

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

mxxx1104.t01

The initial file for December, 2004 would be named:

mxxx1204.t00

3. 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

4.0 Fields/Records

4.1 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.

4.2 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 PCP status code is as follows:

PCPSTATUS|~

4.3 Records

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

5. 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	ECMMEDPROVNO	R	
Data	Submitting ECMP's Medicaid Provider ID	R	7 digit Medicaid Provider Number of Submitting ECMP 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 members PCP changed during the month. Enter A2" if the members PCP remained the same for the entire month.
Label	PCPMEDICAIDID	R	
Data	Primary Care Providers 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 members PCP as of the end of the month

6. Sample Record

ENROLLMONTH|11/2004~ECMMEDPROVNO|0233894~MEDRECIPIENTID|
123456789999~PCPSTATUS|2~PCPMEDICAIDID|0123456~

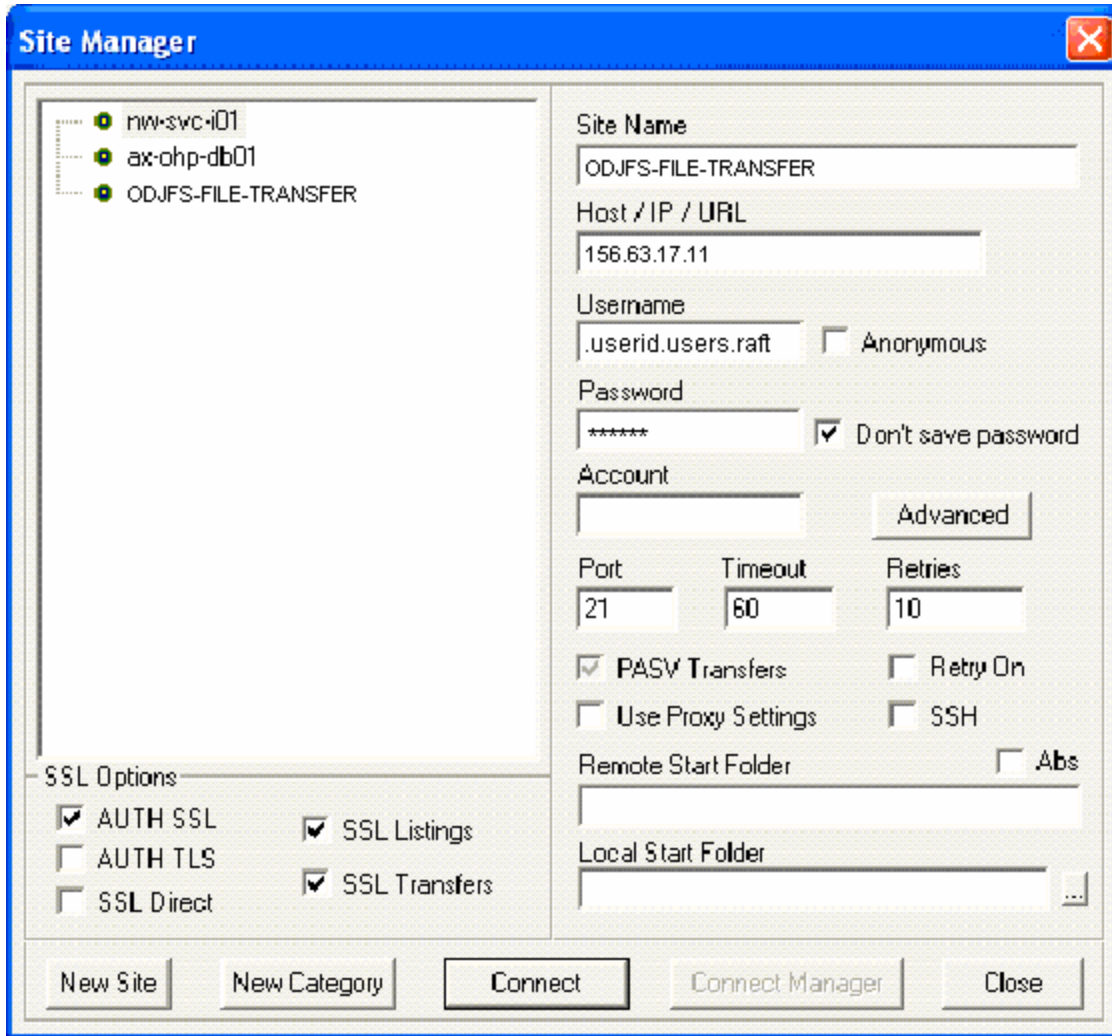
7. File Submission

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 ECMP Submitter ID Table

ECMP Submitter ID	ECMP
325	Paramount
329	SummaCare