

## Delaware Healthcare Claims Database (HCCD)

### Data Submitters Workgroup Meeting

Friday, March 9<sup>th</sup>, 2018

3:00pm-4:00pm ET

Conference Call: 1-310-372-7549 code: 695835

**Purpose of the meeting:** Introduce project team. Review Data Submission Guide and data submission schedule. Answer frequently asked questions.

#### I. Introductions

- A. Delaware Health Information Network team
  - a. Jan Lee- CEO, Randy Farmer-COO, Angie Kaiser-Quality Informatics Officer and Primary HCCD contact, Terri Lynn Palmer- Project Manager, Erica Hutchinson-Systems Analyst
- B. Data Submitter Representatives
  - a. **State of Delaware:** Brenda Lakeman-Dir Statewide Benefits, Mary Marinari-DMMA Information systems, Troy McDaniel-DMMA Chief of Information Unit; Christine Ramsey-Management Analyst
  - b. **Aetna:** April Blazuk-Project Mgr Law Information Mgt, Michele Santiago-Project Lead, McKenzie Kress-Reporting consultant
  - c. **Highmark:** Asniya Iqbal-Project Mgr, Utkarsh Asthana-Sr. Consultant and Primary Technical Lead, Tim Smith-Business, Jonathan Michaels
  - d. **Cigna** – Kimberly Ramstad-Compliance,
  - e. **Humana:** Amanda Adams-Compliance Consultant, David Cash;
  - f. **CVS Caremark:** Donna Randall-Business project leader and works with Aetna team; Srinivasa Rao Vadlamudi-PBM DW Consultant
  - g. **Express Scripts:** Chris Moxley-Technical, Linda Ducolon-Reporting Manager;
  - h. **Amerihealth-** Ed McLaughlin-Dir Data and Tech Services,
  - i. **United Healthcare;** Bernie Inskeep-Program Director for APCD, Chris Berardi-Medicare State Regulatory Reporting, Kate Brouillette, Johnny Bui-Data Business Analyst
- C. Freedman Healthcare
  - a. **Freedman Healthcare:** Tanya Bernstein- Sr. Consultant and Project Manager, Mary Jo Condon-Sr Consultant, Linda Green-VP Programs, Vinayak Sinha- Project Data Analyst, Elizabeth Ellis-Technical Consultant

#### II. History of HCCD and Regulations Overview

- A. Enabling Legislation ([SB 238](#)) July of 2016
  - 1. Authorized DHIN to serve as HCCD administrator
  - 2. Identified Mandatory Reporters as:
    - a. Payers administering Medicaid/Medicare plans;
    - b. Payers administering State Group Health Insurance Program;
    - c. Qualified health plans.
  - 3. Authorized DHIN to promulgate rules for collection and access.
    - a. Stipulated 6-month data submission lead time
  - 4. Both regulations had a comment period prior to becoming effective
- B. HCCD Data Collection [Regulation](#) (posted 10/1/2017) effective 10/10/2017
  - 1. Data Submission Guide (DSG)

- 2. Data Submission and Use Agreement (DSUA)– needs to be signed by every Mandatory Reporters.
  - a. This is needed as soon as possible.
  - b. The completed DSUA is required before SFTP credentials can be shared.
- C. HCCD Data Access [Regulation](#) (posted 3/1/2018)
  - 1. Outlines the allowable uses and process for applications
  - 2. All regulations are available online

### III. Data Submission Overview

February 15, 2018 edits were made to clarify existing information within the data submission guide. Future updates will occur once annually.

- A. DHIN Data Submission Contact
  - a. Angie Kaiser to serve as primary HCCD contact. Her contact information can be found in Section 1.1.1 of the DSG. The following forms/questions should be directed to her, with a copy to TerriLynn Palmer and Tanya Bernstein, as needed:
    - i. Technical Questions
    - ii. Submissions questions
    - iii. Override forms
- B. Annual Registration with DHIN
  - a. Annual Registration will occur by December 31<sup>st</sup> of each year;
  - b. 2019 Annual registration will be made available in December 2018
- C. Data Submission Method – sFTP
  - a. After Annual Registration and Data Submission and Use Agreements are completed, DHIN will provide data submitters with:
    - i. their SFTP credentials - this may take up to a week from request.
    - ii. their Reporting Entity code and Entity Name, for inclusion in file submission. Data Submitters should request as many different reporting entity codes/names as they desire (i.e. if reporting different lines of business). The default is one.
  - b. All data is expected to be pushed to the DHIN SFTP
  - c. Data Submitters should ensure they can sign in to server as soon as they receive their credentials.
  - d. Any access problems to the sFTP should be submitted immediately to Angie Kaiser.
  - e. [Question from Kiran, Express Scripts: Express Scripts has completed their DSUA and Annual Registration form. When can they expect their sFTP credentials?](#)
    - i. These credentials will be distributed to the designated Technical Contact after DHIN's Wednesday, 3/14, Change Control meeting.
  - f. [Question from Kiran of Express Scripts: Is there an online portal or can submitters use their own clients on their local pc's?](#)
    - i. Yes, you may use any client, such as FileZilla or Open SSH, that your organization uses.
  - g. [Question from Srinu of CVS: Is there a post-submission portal where data submitters can check the status of their submitted files?](#)

- i. As of now, DHIN does not have an automated portal to check the status of data submission. Instead, an email will be provided to each data submitter's Technical Contact confirming that the submitted file has been accepted.

#### D. Data Submission Schedule

- a. The Initial Data Submission Schedule has been extended from what was enabled in the original legislation. Please see the revised schedule in Section 3.1.4 of the DSG.
- b. Test file is due May 1 and will contain month of March 2018 production data. It is called the "test" file because it will be used to test the submission processes.
- c. The Historic data submission has been split into two parts. Part 1 (2015-2017 data) is due by June 1<sup>st</sup>, Part 2 (2013-2014 data) is due by July 1<sup>st</sup>.
- d. The "Calendar Year Catch Up" Submission should include Jan-June 2018 data, including the March 2018 data that was already submitted as part of the test file.
  - i. The Historic and Calendar Year Catch Up submissions must include anyone that was enrolled for any duration of time during the reporting period, even if coverage was limited to one month.
  - ii. Because the DSG calls for monthly eligibility, a person may have multiple rows of eligibility in the Historic and Calendar Year Catch Up files. For example, if a person was enrolled for all 3 years of the Historic Submission Part I, there will be 36 rows of data for them in the eligibility file; a row for each month of eligibility. This will not be relevant for future submissions as they will be collected monthly.
  - iii. If data submitters encounter file size restrictions, they may break out historic submissions into smaller reporting periods, providing a header and trailer for each file.
  - iv. Please use the override and exception form to request variances from the file submission requirements/deadlines
- e. [Question from Srinu at CVS: Will the March 1 – 31 2018 test file be a production data file?](#)
  - i. Yes
- f. [Question from Utkarsh of Highmark: Volume of data for historic files is expected to be too large for the sFTP. We may need to split it into three or four chunks. What might be the naming convention for these files?](#)
  - i. Header and trailer includes the date range of each file's data.
  - ii. **DHIN will provide the naming convention, via email to all payers for how multiple files for one set of data shall be managed.**
- g. [Question from Highmark: Should there be any specific sort order for the rows in the files?](#)
  - i. Data submitters should be share that all files are appropriately named. If there is a question, data submitters should contact Angie Kaiser directly.

#### E. Data Validation

- a. After DHIN receives files, they will respond to data submitters regarding the first level of validation
- b. If there are anticipated delays to submissions or any deviation from the data submission guide, data submitters should complete and submit an override and exception form.

Question from Bernie at United: For Part II historical data, it can take up to two weeks to pull this archived data so the data submission schedule may be at jeopardy. Archived data often encounters additional challenges if file corrections are needed.

- i. Situations like these should be communicated using the Override and Exception form.

#### **IV. Data Submission Guide FAQ - Discussion Document**

##### **A. Overview of Document**

1. The FAQ document will be continuously updated and remain posted on the DHIN website.
2. Review of the current FAQ included these points:
  - a. Wholly denied claims are not required, however if a claim has received payment for any claim line, include the entire claim along with all lines including those denied.
  - b. DHIN will accept wholly denied claims, but this is voluntary.
  - c. Data submitters should review the remaining frequently asked questions.
  - d. Data submitters should submit additional questions to Angie. DHIN will update the FAQ document as additional questions are asked and answered.

##### **B. Questions**

###### **1. Question from Srinat CVS: Can we submit all the denied claims and claim lines?**

- a. Yes, voluntarily. But you must provide denied claim lines if related to a paid claim.

###### **2. Question from Srini at CVS: If the paid claim and a reversal of that claim is in the same month, would DHIN want to receive both?**

- a. Yes, please include both.

###### **3. Question from Chris at Express Scripts: Should pharmacy data be included in the provider file?**

- a. **DHIN will confirm via email**, but believe that pharmacy data does not have to be included in the provider file, as this information is already collected in the pharmacy claims file.
- b.

#### **V. Overview of the Variance Request Process**

##### **A. Review of process as outlined in DSG Section 4.3, page 7.**

- a. The Override and Exception form is to be used for waivers, exceptions, deficiencies, or inability to meet deadlines.
- b. Use it to identify the deviation and explanation for the organization's inability to meet the specifications.
- c. DHIN will respond within 10 business days with a judgement for the exception and an expiration date of the exception.
- d. The Override form can be sent before or after the data are submitted. DHIN prefers before the data are submitted so we can manage the data more timely.

#### **VI. Next Steps**

- A. Another webinar to be scheduled for end of March
- B. Data submitters should reach out to Angie to schedule payer-specific Q&A sessions
- C. We encourage all data submitters to reach with any questions or concerns.