**Delaware Health Care Claims Database (HCCD)**

**Data Submitters Workgroup Meeting**

Tuesday, April 17th, 2018

12:00pm – 1:00 pm ET

Conference Call: 1-310-372-7549 code: 488838

1. **Introductions**
2. Delaware Health Information Network team
   1. Jan Lee- CEO, Randy Farmer- COO, TerriLynn Palmer- Project Manager, Angie Kaiser- Clinical Informatics Officer and Primary HCCD contract
3. Data Submitter Representatives
   1. **State of Delaware:** Mary Marinari-DMMA Information systems
   2. **Aetna:** April Blazuk- Project Manager Law Information Management, Michelle Santiago- Project Lead, Mackenzie Kress- Reporting Consultant
   3. **Highmark:** Asniya Iqbal- Project Manager, Legal, Compliance, and IT teams, Jim Lehmann– IT Manager, Ian Oman
   4. **Cigna:** Kimberly Ramstad- Compliance and Data Submission, Tim Maury, Rosenberg, Chad Hellsworth,
   5. **Humana:** David McCash
   6. **CVS Caremark:** Srinivasa Vadlamuni – PBM DW Consultant, Seema Uppal- Compliance
   7. **Express Scripts:** Chris Moxley- Technical, Linda Ducolon- Reporting Manager,
   8. **Amerihealth:** Ed McLaughlin- Director of Data and Technical Services
   9. **UHC:** Chris Berardi- Director State Medicare Regulatory Reporting team
   10. **DXC:** Erica Evans
4. Freedman Healthcare
   1. Tanya Bernstein- Sr. Consultant and Project Manager, Mary Jo Condon-Sr Consultant, Linda Green-VP Programs, Vinayak Sinha- Project Data Analyst
5. **Data Submission Overview**
6. Annual Registration and Data Submission and Use Agreement – Status Update
   1. Annual Registration form received from almost all submitters, those who have not submitted the registration will be reached out to again
   2. DSUA is needed to receive data submission credentials, those who have not submitted the DSUA will be reached out to again
7. DHIN Data Submission Contact
   1. All teams should have received reporting entity names and codes for test file submission on 5/1/18
      1. Default is to provided single name or code, however if more than one data file is desired for more lines of business or system platforms please reach out to Angie Kaiser of DHIN
8. Data Submission Method - sFTP
   1. E-mail confirmation of file submission is not necessary
   2. Summary document regarding submission will be sent out 10 business days post data submission
      1. Document will outline whether the submission is passing or failing and what questions DHIN has regarding the data
   3. Support workflow document will guide transition of project into production flow
      1. Will identify commonly encountered issues
      2. Additional information for submitters, may include notifying DHIN post subsequent submissions
   4. Question from Srini of CVS Caremark: Should we expect to receive data level 1 data validation results within two weeks after the 5/1 submission?
      1. Correct, if there are substantive issues identified, DHIN is prepared to give submitters adequate time to resolve issues prior to subsequent submission.
9. Data Submission Schedule
   1. Files submitted for each submission: Enrollment file, medical claims file, pharmacy claims file, provider file
   2. All members enrolled during reporting period and all claims adjudicated during report period
   3. Modified, adjusted, and partially denied claims
   4. Schedule is as follows:

|  |  |  |
| --- | --- | --- |
| **Submission** | **Submission Content** | **Deadline to submit all files to DHIN:** |
| Initial, single-month data submission for testing (“Test File”) | 3/1/18 – 3/31/18 | 5/1/18 |
| Historical Data Submission – Part I | 1/1/15 – 12/31/17 | 6/1/18 |
| Historical Data Submission – Part II | 1/1/13 – 12/31/14 | 7/1/18 |
| Partial Year Submission (“Calendar Year Catch-Up”) | 1/1/18 – 6/30/18 | 8/1/18 |
| First Regular Data Submission | 7/1/18 – 7/31/18 | 9/1/18 |

* 1. Enrollment file is collected by month, should include a line per month individual is enrolled
  2. If historic submission is overly burdensome, please submit an overrides and exceptions form found on the DHIN website
  3. Question from Jim Lehman of Highmark: Is the submission schedule outlined for 2018 or will this be for 2019 as well?
     1. Submissions will follow the same schedule for 2018 and 2019 with the lag and processing time identified in the last line of the submission schedule above.

1. **Variance Request Process**
2. Review of process as outlined in DSG
3. Request waiver, exception, or extension for a reporting requirement
4. E-mail completed forms to Angie Kaiser, a response will be sent within ten business days
5. Can be completed pre or post submission of files
6. **Data Validation Process**
7. Level 1 Validations (after every submission)
   1. After data has passed initial intake
   2. Level 1 ensures data meets required formats and is reasonable (ex: % of members who are male, % of payments with negative values)
   3. Included in summary document to be provided within ten business days of submission
   4. Summary document will be sent to contact in annual registration form and will be provided after every submission
   5. DHIN acceptable ranges for these metrics to be provided in the next few weeks
8. Level 2 Validations (annually or bi-annually)
   1. Thorough validation checks to put recently submitted data in context with other submissions from the same payer and placed in context of average of all submitters in the same line of business
      1. Include averages for member months, PMPM, allowed amounts
      2. Metrics and schedule to be determined
   2. Provided with next steps as needed
9. **Data Release and Reporting Overview**
10. Overview of Data Access Regulation
    1. Data will be used for internal purposes, such as with collaborating state agencies, and with approved external parties
    2. Public reports will always be at the aggregate level
    3. Reports will follow HIPAA and CMS cell suppression policy
    4. Approval from committee is required if any pricing or cost information is included
    5. Committee considerations and member specifications are outlined in the Data Access Regulation
    6. DHIN will notify any submitter whose data is being requested and gives the submitter an option to comment or respond on the research project involving the data
    7. Data Access Regulation components and committee will begin to be implemented after data collection has begun
11. Next steps re: Committee Appointment and Reporting Strategy
    1. Reporting strategy on public reports will be put together by DHIN and shared with stakeholders in coming months
    2. DHIN Board of Directors has appointed five members of the Board to the committee
       1. In addition to this, the DHIN Board of Directors has received five external nominations for the committee
       2. Next meeting of board on 4/25/2018 will consider these nominations
12. **Next Steps**
13. Please complete outstanding annual registration and DSUAs to receive sFTP credentials
14. Question from Ian Oman of Highmark: There is heightened privacy disclosure concerning some claims, such as substance abuse – Does DHIN have a process for this?
    1. Send an e-mail outlining the issue and DHIN will respond. Concerns will be addressed on a case-by-case basis.