**Instructions**

This serves as the Agency for Health Care Administration’s (Agency) formal request for plans to submit enrollee data which will allow data sharing for continuity of care purposes. This request is divided into two sections:

1. Data that will be submitted to Medicaid’s fiscal agent, Gainwell Technologies (Gainwell), and
2. Data that will be submitted to Medicaid’s enrollment broker, Automated Health Systems (AHS).

Within each section, instructions are provided directing current plans to the templates or file layout documents to be used to report the data and the location of submission for the data being requested. Instructions are also being provided to the awarded plans regarding the location of data available for plan pick up following the auto-assignment and the Agency’s release of enrollee data beginning on December 23, 2024.

Current plans must submit two data sets to the Agency for each data request; an initial data set and a refresh data set. These data sets must be received by the Agency between the dates shown in the chart below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Plan Data Submission Begins | Plan Data Submission Ends | Plans Begin Receiving Data | Plans Data Reception Ends |
| Initial Data | December 16, 2024 | December 20, 2024 | December 23, 2024 | December 27, 2024 |
| Data Refresh | January 6, 2025 | January 17, 2025 | February 3, 2025 | February 7, 2025 |

Initial data will be the most up to date information the plan has on file as of November 23, 2024. Refreshed data will be for any ***new*** members enrolled with the plan since the original cut-off date, i.e., November 23, 2024, or any ***revisions/updates*** to the member’s original information provided in the initial submission. Prior information submitted in the initial data should not be duplicated in the refresh file.

**Data Submission to Gainwell**

Submitting:

**WHO**: Current Plans

**WHAT:** Prior Authorizations (PAs) – all open and active PAs for enrollee services listed in the chart below

**WHERE**: Submitter’s SFTP (in the “/inbound/COC” folder)

Receiving

**WHO:** Awarded Plans

**WHAT:** Prior Authorization data received from enrollees’ prior plans

**WHERE:** Receiver’s SFTP (in the “/outbound/COC” folder)

The chart below contains the PA services, as well as the file layout document name, file type, and file naming convention for each submission.

|  |  |  |
| --- | --- | --- |
| **Service** | **Type** | **Naming Convention** |
| Home Health and Behavioral Analysis | Inbound | [MedicaidProviderID]\_COCEXTRACT\_PA\_HH\_Inbound\_[Iteration]\_YYYYMMDD.txt |
| Outbound | [MedicaidProviderID]\_COCEXTRACT\_PA\_HH\_Outbound\_[Iteration]\_YYYYMMDD.txt |
| PPEC PA/Outpatient | Inbound | [MedicaidProviderID]\_COCEXTRACT\_PA\_PPE\_Inbound\_[Iteration]\_YYYYMMDD.txt |
| Outbound | [MedicaidProviderID]\_COCEXTRACT\_PA\_PPE\_Outbound\_[Iteration]\_YYYYMMDD.txt |
| Inpatient/SIPP/Hospice | Inbound | [MedicaidProviderID]\_COCEXTRACT\_PA\_INPSHO\_Inbound\_[Iteration]\_YYYYMMDD.txt |
| Outbound | [MedicaidProviderID]\_COCEXTRACT\_PA\_INPSHO\_Outbound\_[Iteration]\_YYYYMMDD.txt |
| Outpatient Therapy | Inbound | [MedicaidProviderID]\_COCEXTRACT\_PA\_OTH\_Inbound\_[Iteration]\_YYYYMMDD.txt |
| Outbound | [MedicaidProviderID]\_COCEXTRACT\_PA\_OTH\_Outbound\_[Iteration]\_YYYYMMDD.txt |
| Professional Therapy | Inbound | [MedicaidProviderID]\_COCEXTRACT\_PA\_MTH\_Inbound\_[Iteration]\_YYYYMMDD.txt |
| Outbound | [MedicaidProviderID]\_COCEXTRACT\_PA\_MTH\_Outbound\_[Iteration]\_YYYYMMDD.txt |
| Transplant | Inbound | [MedicaidProviderID]\_COCEXTRACT\_PA\_TRANS\_Inbound\_[Iteration]\_YYYYMMDD.txt |
| Outbound | [MedicaidProviderID]\_COCEXTRACT\_PA\_TRANS\_Outbound\_[Iteration]\_YYYYMMDD.txt |
| Dental\*\* | Inbound | [MedicaidProviderID]\_COCEXTRACT\_PA\_DENTAL\_Inbound\_[Iteration]\_YYYYMMDD.txt |
| Outbound | [MedicaidProviderID]\_COCEXTRACT\_PA\_DENTAL\_Outbound\_[Iteration]\_YYYYMMDD.txt |
| Pharmacy | Inbound | [MedicaidProviderID]\_COCEXTRACT\_PA\_PHARM\_Inbound\_[Iteration]\_YYYYMMDD.txt |
| Outbound | [MedicaidProviderID]\_COCEXTRACT\_PA\_PHARM\_Outbound\_[Iteration]\_YYYYMMDD.txt |

\*\*This file layout will also be used by dental plans for receiving data; all other formats on the chart apply to continuing and awarded plans only.

\*\*\*Attached is an excel file of the PA file layouts for both inbound and outbound along with an attached checklist.

Potential Submission Failures:

In case of failure during the processing of a Prior Authorization Inbound File, Gainwell will notify the health plan. The following steps will occur:

1. Gainwell will conduct outreach to the plans in order to rectify the errors on the inbound file.
2. Plans will upload a corrected file to their SFTP.
3. Gainwell will monitor and notate which of the Failed Plans have successfully re-submitted.

\*\*\*\*Also attached is an excel file of the encounter/claim file layouts that will be included in the outbound files to the awarded plans.

The outbound files will include two data extracts, one for PA and one for encounter/claims. The outbound files will be returned to the awarded health plans within the timeline below (start looking for these files within the timeline below:

|  |  |  |
| --- | --- | --- |
|  | Start | End |
| Initial Data | December 23, 2024 | December 27, 2024 |
| Refresh Data | February 3, 2025 | February 7, 2025 |

For any assistance or clarification regarding the PA files submission, please email [healthplan.support@gainwelltechnologies.com](mailto:healthplan.support@gainwelltechnologies.com). The plan can also contact the Gainwell EDI Helpdesk at 1-866-586-0961.

**Data Submission to Automated Health Systems (AHS)**

There are several different data sets that will need to be submitted to Medicaid’s enrollment broker, AHS, in various ways. Below are the instructions for the different data sets including which plans should submit.

Care Plans

**WHO:** Current Comprehensive and Long-Term Care (LTC) Plans

**WHAT:** The most up to date Care Plan for all LTC enrolled members

**WHERE:** AHS’ FTP site at Host / IP / URL: 134.24.147.156 or ahsmft01.automated-health.com to the plan’s established folder at the following subfolder: **ContinuityofCare**

**HOW:** Upload individual PDF files with the following naming convention: CP\_MEDICAIDIDNUMBER

PDO

**WHO:** Current Comprehensive and Long-Term Care (LTC) Plans

**WHAT:** Participant Direction Option (PDO) Data

**WHERE:** AHS’ FTP site at Host / IP / URL: 134.24.147.156 or ahsmft01.automated-health.com to the plan’s established folder at the following subfolder: **ContinuityofCare**

**HOW:** Upload an Excel file using the template ‘**EnrolleeCOC\_PDO-Template**’ and the naming convention ‘XXX\_PDODATA\_Date(YYYYMMDDformat), where the ‘XXX’ is the plan’s three character identifier. An instruction tab is included with the template.

Transportation

**WHO:** Current Plans

**WHAT:** Standing Orders and Recurring Trip Transportation Data

**WHERE:** AHS’ FTP site at Host / IP / URL: 134.24.147.156 or ahsmft01.automated-health.com to the plan’s established folder at the following subfolder: **ContinuityofCare**

**HOW:**  Upload an Excel file using the template ‘**EnrolleeCOC\_NET-Template**’; and the naming convention ‘XXX\_TRANSDATA\_Date(YYYYMMDDformat), where the ‘XXX’ is the plan’s three character identifier. Instruction tabs are included with the template.

Primary Care Provider (PCP)

**WHO: Current Plans**

**WHAT:** PCP data for enrollees

**WHERE:** AHS’ FTP site at Host / IP / URL: 134.24.147.156 or ahsmft01.automated-health.com to the plan’s established folder at the following subfolder: **PNV**

**HOW:** Upload a file using the file specifications outlined in the document ‘**PNV – Provider Data (PD) File Specs**’ with the naming convention below. File is pipe “|” delimited, with no header row.

**Naming Convention for PCP Data:**

A screenshot of a computer

Description automatically generated

Example PCP Data File Submission: PDAHS20181107.dat

Example AHS Response: PDAHS20181107.response

Example End of Transmission File Submission: ENAHS20181107.dat

Example AHS End of Transmission File: ENAHS20181107.response

**Receiving Data from Automated Health Systems (AHS)**

**WHO: Awarded Comprehensive Plans and LTC+ Plans**

**WHAT:** PDO and Care Plan Data

**WHERE**: AHS’ FTP site at Host / IP / URL: 134.24.147.156 or ahsmft01.automated-health.com to the plan’s established folder at the following subfolders: ‘CarePlan’

**WHO: Awarded Plans**

**WHAT:** Transportation Data

**WHERE**: AHS’ FTP site at Host / IP / URL: 134.24.147.156 or ahsmft01.automated-health.com to the plan’s established folder at the following subfolder: ‘ContinuityofCare’

**WHO: Awarded Plans**

**WHAT:** PCP Data

**WHERE**: PCP data will be reflected in the plan’s Panel Roster