

## ACS Enrollment Broker/Choice Counseling Files – Changes to Accommodate Reform

| File/Layout  | Current Format/Layout  | 7-06 Format/Layout  |
|--|--|---|
| <b>Exported Files (From Plans to ACS/En. Broker or Choice Counseling Vendor)</b>   |  | ○   |
| <b>Provider Network File</b> This file is used by the Choice Counseling/Enrollment Broker to assist beneficiaries in selecting a health plan and a primary care physician. The agency may also use this file to monitor networks, research plan participation, etc. All providers in the plan's network are to be reported according to contract requirements. | ATT II, Section XII D.60.2.8 of HMO Contract<br>Complete refresh of the provider network at each submittal.  | <ul style="list-style-type: none"> <li>○ ATT II, Section XII D.60.2.8 of HMO contract, Complete refresh of the provider network at each submittal</li> <li>○ Change in Frequency of submittal</li> <li>○ Change in Required File Submittal</li> <li>○ Change in File Name to ---_PROVYYYYMMDD.dat</li> <li>○ One file for each plan using the same three character identifier with all providers reported as required.</li> <li>○ Reform Plans IDs will differentiate/allow selection for reform as well as for Non-Reform</li> <li>○ Once a week, in accordance with the TO BE REVISED processing calendar, ACS compiles the provider files and loads it to BESST table. During this process an error file is created for each plan identifying the records that do not load to the table.</li> <li>○ The first file of each month will be the required file, even if the plan submits other files throughout the month.</li> <li>○ If the plan does not send a new file then the previous file is used for this load. Therefore a file is needed for each plan. If the file attempts to load and all records error off, there will not be any providers for that plan in the database.</li> <li>○ ACS does not correct records provided by the plan. All records are loaded as they are received. The plans are responsible for ensuring the data provided is correct and complete.</li> <li>○ All data in the file is loaded in upper case for use by BESST. All zip codes are abbreviated to the first 5 digits of the zip code to facilitate searches</li> </ul> |
| <b>HMO Involuntary Disenrollment File</b> - This is a new file that will be used by plans to report involuntary disenrollments allowed in the reform plan contract.  | <b>New File</b> – See Use Case/Layout information provided on 1-22-07, as provided by ACS.<br><b>Plans will test with ACS/CC by the mid-late March for April Implementation.</b> | <ul style="list-style-type: none"> <li>● Format/Rules provided by ACS/CC</li> <li>● File Due to ACS/CC the FIRST THURSDAY of each month</li> <li>● File Name is ---_DIS0207.dat</li> </ul>  |
| <b>Request to Enroll (RTE) files</b>   | As provided by ACS   | ○ No Request to Enroll or Request for Benefit Information (RBI) files will be submitted for Reform  |

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|  |                       | Plans. Contract language is changing for Non-Reform Plans as well. Until that effective date, existing plans may continue to use the RTE files for Non-Reform Counties according to the provisions listed in the HMO contract. Layout/rules are not changing   |
| <b>Imported files (FROM ACS/En. Broker or Choice Counseling Vendor To Plans)</b>   |                       |  |
| <b>Provider Error File – Advises plans of the number of records received and loaded into BESST</b>   | As provided by ACS    | <ul style="list-style-type: none"> <li>o Same as provided in 2-06</li> <li>o Placed in plan's secure ftp directory for retrieval the day after provider files are compiled and loaded</li> <li>o File Name is ---PROV_ERRYYYYMMDD.dat</li> </ul>   |
| <b>Recipient Enrollment Data File</b> – The Recipient Enrollment Data File is created from the data contained on BESST and transmitted via FTP to the HMOs. The file contains the beneficiary's primary care physician selection, if one was made, and any special medical need information for the beneficiary. | As provided by ACS -  | <ul style="list-style-type: none"> <li>o As provided by ACS the Tuesday after monthly magic processing</li> <li>o One file for each plan using the same 3 character identifier</li> <li>o File name is ---_RECI_YYYYMM.dat</li> <li>o This file will include voluntary enrollments and auto-assignments for new enrollees for Reform counties. This requires inclusion of an M or V indicator for reform counties. This field will be blank and may be ignored for non-reform counties.</li> </ul> |
| <b>Request To Enroll (RTE) Error File</b> – Shows the records that errored in loading into BESST.  | As provided by ACS.   | <ul style="list-style-type: none"> <li>o Placed in plan's secure ftp directory for retrieval the day after RTE files are successfully loaded into BESST.</li> </ul>  |
| <b>Request To Enroll (RTE) Status File</b> - Shows the status of records that successfully loaded into BESST (did not error).  | As provided by ACS.   | <ul style="list-style-type: none"> <li>o As provided by ACS the Tuesday after monthly magic processing for any plan that had RTEs submitted and/or pending during the processing month.</li> </ul>   |
| <b>Open Enrollment Status File</b> - The HMO & PSN Open Enrollment Files contain information on each beneficiary that becomes 'locked-in', enters the 90-day change window, or enters the annual 60-day open enrollment period. A separate file is created by ACS for each HMO or PSN subnetwork and contains a  | As provided by ACS.   | <ul style="list-style-type: none"> <li>o As provided by ACS the Tuesday after monthly magic processing for new enrollees (mandatory or voluntary) who are NOT exempt from lockin/open enrollment.</li> <li>o File name is ---_OEN_YYYYMM.dat</li> </ul>  |

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| record for each individual on BESST that is currently enrolled with that particular plan and has open enrollment information present on BESST.   |   |  |
| <b>HMO Disenrollment Reason Data File – New file required for Reform – This file provides information on Voluntary and Involuntary Disenrollments (approved by the agency) through the <u>Reform</u> Choice Counseling Vendor.</b> | <b>New File in July 2006.</b> The first disenrollments FROM a reform plan handled by ACS/CC would have been effective 10-1-06or later.N/A | <ul style="list-style-type: none"> <li>○ Format/Rules as provided by ACS</li> <li>○ Provided on the Tuesday after Monthly Magic and following the Recipient Enrollment File Export Batch (UC 1203)</li> <li>○ File Name is ---_RECI_DE_FLCC_YMMM.dat</li> <li>○ Schedule for Involuntary Disenrollment Submittals to AHCA shown aboveis to be determined.</li> </ul> |