

June 16 2023, Submitter Forum *

ATTENDEES	
<ul style="list-style-type: none"> • Lee Spangler, Executive Director 	<ul style="list-style-type: none"> • Devin York, Senior Project Manager
<ul style="list-style-type: none"> • Joseph Harrison, Data Process Manager 	<ul style="list-style-type: none"> • Jodie Nassar, Data Operations Manager

AGENDA
<ul style="list-style-type: none"> • Go-Live Dates • Administrative Notifications • Monthly Submission – Extract Timing • ZIP File Versioning • Configuration for Production Files • Conformance versus Quality Checks • Submission Calendar • Out of Compliance Email • Reminder – Test • Q&A

DISCUSSION TOPICS – Q&A

General

1. General comments from the Center:

The Center thanks everyone for participating in this submitter forum. The answers provided here are our best understanding of the questions submitted. As always, something may get lost in translation. If there needs to be further clarification on any question, please submit a ticket and we can start that dialogue.

Some questions may have been repeated from the last Q&A as they are still pertinent.

Notifications

* Some questions submitted have been edited for clarity.

As stated in the submitter forum, the TX-APCD will begin accepting monthly submissions on July 1, 2023, for March 2023 adjudicated data. Historical submissions will be accepted from August 1, 2023 – December 31, 2023, to include data from January 2019 – February 2023 (assumes you begin monthly submission in July 2023).

Notifications may be found on our website at: <https://go.uth.edu/txapcd> (Texas All-Payor Claims Database – Rule Notifications)

Common Data Layout

2. Can you confirm the decision on file versioning?

The Data Submission Guide (DSG), section 1.8.1, required versioning of the same filename to avoid duplicates. To make it simpler for the submitter, the TX-APCD will now do the versioning on the backend; while versioning is no longer required, **a two-digit number is still required to be present in the file name** as specified in the DSG. You may submit any two-digit number in the version section of the filename, and it may change from submission to submission.

3. Our organization has questions on certain fields that are required for submission. Is there an opportunity to connect with TX APCD support to go over the questions we have?

Yes, please submit a ticket at txpacd.org detailing your questions (please be as detailed as possible). Logging a ticket helps us to build our knowledge base as well as to be efficient in answering your question (some questions require research). If questions remain after our initial response, we are happy to setup a meeting to discuss any remaining items.

Extensions and Exceptions

4. Based on the provided submission notification, when is the deadline to submit an extension?

According to TDI regulations, a required submitter may submit a “request for an extension to the Center before the reporting due date...” and is otherwise silent on timing, unlike exception requests. However, required submitters should note the Center is permitted at least 14 calendar days to consider an extension request (with additional time should the Center request additional information). The 14-day minimum time-period should be considered when deciding upon the timing for extension requests.

5. After testing, we find that we need to submit an exception request for some items. I see there is a form on the portal. What is the process/timing to submit that request.

According to the rule, a payor may request a temporary exception from one or more requirements by “...submitting a request to the Center **no less than 30 calendar days before** the date the payor is otherwise required to comply with the requirement.”. The Center is permitted 14 calendar days to consider the request.

6. Does the one-year extension start from when it goes live or another date?

Extensions and exceptions are typically granted based on calendar year and expires December 31st in the year in which it was granted.

7. Our test files failed because some fields didn't meet the minimum thresholds. If we file an exception, we shouldn't fail next time?

Yes, exception requests are available for submitters who cannot meet the requirements for a particular field in the CDL. Please complete the Exception Request Form and Exception Threshold Spreadsheet. Please send both forms to txapcd@uth.tmc.edu. As a reminder, exception and extension requests require approval from the TX-APCD.

File Submission**8. Does successful testing mean we have successfully submitted test files, or do those files have to also be in passing status to be considered successful?**

A successful test file is one, that at a minimum, passes the initial CDL conformance checks; please review your submission report. In some cases, if the TX-APCD finds quality issues, the submitter may be asked to resubmit the test file(s). Simple transmission of a file to the TX-APCD does not constitute a successful test file.

9. We never received a pass or fail on our test files that were submitted last month; how can we verify our test files statuses?

Please submit a ticket at txapcd.org. Not receiving your automated test reports may indicate that not all your registered email addresses are receiving "system notifications". Also, support personnel can provide your reports if you provide the file name and submission date.

10. Several questions relate to the timing of the submission of data files.

For any data-period submission, the TX-APCD only expects to receive claims that were "adjudicated" or "closed" during the data-period month. As per the submission calendar, the TX-APCD has provided a 90-day delay between the last day of the data-period month and the first day of the submission month to help account for the claims adjudication process. You may submit data earlier than the schedule, provided that those records are fully adjudicated or closed and that no future record(s) would be omitted or duplicated. For the first submission month of July 2023, please send only March 2023 data. Please hold-off on historical submissions until August 1st.

11. What is the schedule for the TX-APCD to respond to monthly production files submitted in the first seven days of each month, for acceptance/rejection, and what is the timeframe for resubmission of a rejected file, based on the date the rejection notice is provided by UT?

Based on the rule, the Center has 14 calendar days to communicate receipt of a submission, inform of quality assessments, and specify required data corrections and resubmission. If a resubmission is required, the Payor then has 14 calendar days to respond with either a revised or corrected data file or an extension request. If Payor fails to submit an original or corrected data submission outside of the specified calendar or time-allotments, the Center will notify Payor of this failure in writing. After 30 days from receipt of written notice, Center will notify TDI of failure to report.

12. If our organization is registered to submit provider, medical, pharmacy and dental files, is all of that data required for the test submissions or can just the provider data be used for a test?

This is possible but requires coordination with TX-APCD to modify your configuration. Please submit a ticket at txapcd.org describing your needs.

13. How can we get configured to submit production file to the TX-APCD for the July 1 go-live? How do we submit test data after July 1? What else do we need to change?

*Before July 1, 2023, any file that has been submitted to the TX-APCD was considered a test file. For those submitters that have successfully submitted a passing file before July 1, the TX-APCD will automatically configure the submitter to submit production file (files with a P_ naming convention). With this configuration set, P_ files will be considered production and T_ files will be considered test. For those submitters that do not have a passing file before July 1, all their files will continue to be treated as test submissions (regardless of file prefix). For those that submit a successful passing test file **AFTER** July 1, the submitter will need to submit a ticket confirming their readiness to provide production files. When sending production files, all other settings should stay the same (SFTP server, payor codes, keys, etc); only file name change for production (assuming you are production ready).*

14. We have submitted all the history files till April. As SFTP changed, do we need to re submit the files in the new SFTP again?

It would be helpful to test at least one previous file to the new SFTP server. While we did our best to ensure all configurations were transferred to the new server, we want to resolve problems before July 1st. You do not need to resubmit all your previous submissions. However, we encourage continued testing.

15. Do you have list of data quality checks outside of the File Level Checks and Field Level checks? If data quality errors occur in production, will the ticketing system be leveraged to find which data quality errors were found, or will those be sent in an email notification?

The TX-APCD is currently working on a list of data-quality checks to provide to submitters. If quality errors occur in production, the TX-APCD will reach-out via the ticketing system and email to discuss the quality issues and potential remedies. From this discussion, a rectification plan will be agreed upon and executed.

Technical

16. Is the new SFTP server available now? Where can I get documentation on the new SFTP server?

Yes, the new server **apcd-sftp.txpapcd.org** is available now. The new SFTP server documentation can be found in the updated Technical Guide available at <https://go.uth.edu/txapcd> (Texas All-Payor Claims Database – Submitter Registration & Info).

Miscellaneous

17. How often will these sessions be held or is this a one-time call?

The TX-APCD plans to hold these calls the 3rd Friday of every month for the foreseeable future (time and date may change). This is our opportunity for us to discuss broad issues with our submitter community and to receive feedback.

18. Can we get a copy of the slides?

Yes, the slides will be posted at <https://go.uth.edu/txapcd> – (Texas All-Payor Claims Database – Submitter Registration & Info).

ACTION ITEMS
<ul style="list-style-type: none">• Send notification for July 2023 Submitter Forum.