

The Arkansas All-Payer Claims Database (APCD) Member Enrollment File Build

February 2019



Introduction

This packet contains additional information for submitting entities (SEs) to build historical and quarterly member-enrollment file extracts.

ARKANSAS ALL-PAYER CLAIMS DATABASE (APCD) PROCESS



File Requirements

- Files must include variables specified in Arkansas Data Submission Guide (DSG) Exhibit A – Data Elements: Enrollment Data
- Files must include information for members with and without claims
- SE's Carrier Specific Unique Member ID and Carrier Specific Unique Subscriber ID should be masked prior to submission to APCD
 - Masking should be consistent across data submissions so the masked value representing the Carrier Specific Unique Member ID and/or Carrier Specific Unique Subscriber ID does not change
- SE's Carrier Specific Unique Subscriber ID must match the Carrier Specific Unique Member ID when the member record represents the subscriber
- The Last Activity Date (ME056) should include the date of the last change to the member record after historical submission (*this enables selection of the most recent record for an enrollment period*)

Historical Data Submission

- Enrollment data submitted with initial historical data feed must contain information for all members enrolled in the 3 calendar years before the SE registration year
 - Example: If an SE registered in 2019, their historical data submission must contain all data from Jan. 1, 2016, through Dec. 31, 2018
- Records will be submitted based on the following criteria:
 - One record per individual per plan,* whose plan date of enrollment (ME162A) is before, on, or after Jan. 1 of the initial historical year, with a date of dis-enrollment (ME163A) on or after Jan. 1 of the initial historical year
 - Include records for active and inactive plans within specified date range
 - Use most recent information for member records



**Plans can be defined differently within and across submitting entities. Use ME164A or ME009 to identify member plans.*

Historical Data Submission Example

<u>Subsr. No.</u>	<u>Mbr No.</u>	<u>Effective Date</u>	<u>Disenrollment Date</u>	<u>Plan*</u>	<u>Notes</u>
1	1	1/1/2016	12/31/9999 (or null)	ABC	Original enrollment date is 1/1/2016. Member is currently active.
1	1	11/1/2017	10/31/2018	CXU	Enrolled in plan for 12 months. Disenrolled.
1	2	4/1/2017	12/31/9999 (or null)	DEF	Original enrollment date is 4/1/2017. Member is currently active.
3	3	11/1/2016	10/31/2017	CXU	Enrolled in plan for 12 months. Disenrolled.
3	3	2/1/2018	2/28/2018	123	Enrolled in plan for 1 month. Disenrolled.
4	4	11/1/2017	6/30/2018	123	Enrolled in plan for 8 months. Disenrolled.
5	5	9/1/2018	12/31/9999 (or null)	ABC	Original enrollment date is 9/1/2018. Member is currently active.
5	5	10/1/2018	12/31/9999 (or null)	DEF	Original enrollment date for second plan is 10/1/2018. Member is currently active.
6	6	5/1/2017	4/30/2018	CXU	Original enrollment date is 5/1/2017. Disenrollment date is 4/30/18.
6	7	8/1/2017	4/30/2018	123X	Original enrollment date is 8/1/2017. Disenrollment date is 4/30/18.
8	8	5/1/2017	12/31/9999 (or null)	ABC	Original enrollment date is 5/1/2017. Member is currently active.



*Plans can be defined differently within and across submitting entities. Use ME164A or ME009 to identify member plans.

Quarterly Data Submission

Each enrollment file submitted should contain enrollment data for the applicable time period. Records will be submitted based on the following criteria.

- New members:
 - Records for individuals who become a member during the quarter, as defined by Rule 100
 - The date of enrollment (ME162A) should represent the original date the member became active for a plan, and the date of disenrollment (ME163A) should be 12/31/9999 if the plan is active at time of data submission
 - If the plan is not active at the time of data submission, date of disenrollment (ME163A) should reflect the date the plan ended

Quarterly Data Submission

Quarterly data submission criteria continued...

- Existing members with new plans:
 - Records for individuals who are current members and who enroll in new plans
 - Date of enrollment (ME162A) should represent the date of enrollment, and date of disenrollment (ME163A) should be 12/31/9999, if plan is active at time of data submission
 - If plan is not active at time of data submission, date of disenrollment (ME163A) should reflect the date the plan ended
- Disenrolled members:
 - Records for individuals who disenrolled during the quarter, as defined by Rule 100
 - Date of disenrollment (ME163A) should be populated with the date of disenrollment

Quarterly Data Submission Example

<u>Subs No.</u>	<u>Mbr No.</u>	<u>Plan*</u>	<u>Effective Date</u>	<u>Disenrollment Date</u>	<u>Last Activity Date</u>	<u>Submission Quarter</u>	<u>Notes</u>
1	1	ABC	1/1/2014	2/28/2018	2/28/2018	Q2 2018	Enrolled in plan from 1/1/2014. Dis-enrolled 2/28/2018.
1	2	DEF	4/1/2015	12/31/9999	3/1/2018	Q2 2018	Member record change for existing plan in March 2017.
3	3	Currently inactive. No new record required, unless member purchased new plan and could be linked to original member number.					
3	4	Currently inactive. No new record required, unless member purchased new plan and could be linked to original member number.					
5	5	Plan 1 and Plan 2 – plans are currently active. No new records required unless change occurred.					
6	6	CXU	2/1/2018	12/31/9999	2/1/2018	Q2 2018	Existing member enrolled in new plan.
7	7	123X	3/1/2018	12/31/9999		Q2 2018	Existing member, not currently enrolled in plan, enrolled in new plan 3/1/2018. Currently active.
8	8	ABC	3/1/2018	12/31/9999		Q2 2018	Existing member enrolled in second plan. Currently active.
8	9	ABC	7/1/2018	12/31/9999		Q4 2018	New member enrolled as of 7/1/2018.
10	10	123X	10/1/2018	12/31/9999		Q3 2018	New member enrolled as of 4/1/2018



*Plans can be defined differently within and across submitting entities. Use ME164A or ME009 to identify member plans.

Questions?