

2015 MCDB - CRISP Carrier Onboarding Document

Overview

This document describes CRISP's onboarding requirements for the Maryland Medical Care Data Base (MCDB) submitters' 2015 Demographics Files submission.

Requirements - Carrier Onboarding and Full 2015 Demographics File Submission

All carriers must complete the following Carrier Onboarding process before submitting production 2015 Demographics Files to CRISP, as required by the MHCC.

1. The carrier must connect to the CRISP SFTP environment. CRISP will provide all necessary credentials.
2. CRISP assigns a *carrier code* including PNUM– to be used as required in the filename.
 - a. Carriers can submit more than one Demographics File per reporting period. If a carrier intends to do this, it must inform CRISP during the Carrier Onboarding process. Each Demographics File to be submitted must complete the Carrier Onboarding process separately. Each file will be given a different “carrier code,” though each Demographics File should be submitted to the same SFTP location.
3. The carrier submits an Initial Sample File from the carrier (1,000-20,000 members). This file may include dummy data. The purpose of the Initial Sample File is to ensure that the carrier can produce a Demographics File that conforms to the file specification, and successfully transmit it to CRISP.
4. CRISP will process the Initial Sample File.
 - a. It must pass CRISP's pre-processing steps, which include automated and manual review to ensure that the file conforms to the file specification and that all fields meet data quality standards.
5. Once CRISP completes processing of the Initial Sample File, CRISP will deliver a Data Quality Report to the carrier.
 - a. The Data Quality Report will indicate if the Initial Sample File passed CRISP's pre-processing steps, fill rates for critical fields, and any data errors observed.
6. The carrier will send a production Demographics File containing data from a recent quarter in 2015. The file must contain **all members** that were included at any point in the 2015 Quarterly Eligibility Data Files to MHCC. For reference, Eligibility Data guidelines are here:



http://mhcc.maryland.gov/mhcc/pages/apcd/apcd_mcdb/documents/MCDB_2015_Data_Submission_Manual_20150401.pdf.

*Note: The Demographics File to CRISP is a more complete data set than the data that is submitted to the MHCC in the Quarterly Eligibility Data Files. Data requirements for the Demographics Files to CRISP are below on pages 2-5.

7. CRISP will process the production Demographics File.
8. CRISP will deliver a Data Quality Report.
9. Once the production Demographics File is processed successfully, the carrier has completed the Carrier Onboarding process. CRISP will send a Carrier Onboarding Attestation Signoff document to indicate completion.
10. The carrier must then submit the full 2015 Demographics Files to CRISP as required by MHCC MCDB regulations. One production Demographics File per PNUM is required. Carriers required to submit a Demographics File to CRISP by January 15, 2016 must complete the Carrier Onboarding process by November 15, 2015.
11. Once CRISP receives the full 2015 Demographics Files, CRISP will send all of the Encrypted Enrollee's IdentifierP's to MCDB vendor to determine if there are any missing members. If so, CRISP will request these from the carrier.

MHCC may change submission deadlines and the reporting period for the Demographics File. For example, if the carrier is granted an extension, a new Demographics File submission deadline will be issued. In addition, MHCC may change the reporting period and frequency (e.g., requiring quarterly files rather than annual). These changes in submission deadlines and reporting periods do not affect the Demographics File format nor the submission protocol.

Demographics File Format

CRISP and carriers will use a SFTP transfer protocol where carriers will submit pipe-delimited text files. Each submission will be a *full replacement file* and include all members who were enrolled in the date range specified by CRISP (the date range may change as MHCC regulations are finalized). Each insurance carrier will be assigned a password-protected folder to submit its Demographics Files.

The attributes to be included in the demographic files include:

Field Name	Max. Length (char)	Required/Optional	Comments
PNUM	60	R	Business/service line identifier
Member ID	60	R	A member's unique identifier
Encrypted Enrollee's IdentifierP (payor encrypted)	60	R	This field must be identical to the "Encrypted Enrollee's IdentifierP" field submitted in the Eligibility Data Report to MHCC.



Last Name	75	R	
First Name	75	R	
Middle Name	50	O	
Suffix	10	O	
Group ID	128	R	
Plan ID	128	R	Plan name or unique plan identifier
Date Coverage Initiated	19	R	Member's initial date of enrollment Format: YYYY-MM-DD
Date Coverage Ended	19	O	Indicates the date the member's coverage was discontinued Format: YYYY-MM-DD
Gender	10	R	Format: Only values of M, F, or U are acceptable.
Date of Birth	19	R	Format: YYYY-MM-DD
SSN	40	O	Required when carrier has SSN for a member (not the subscriber's SSN, if member is not the subscriber).
Home Address Line 1	75	R	
Home Address Line 2	75	O	
Home Address City	50	R	
Home Address State	15	R	
Home Address County	50	O	
Home Address ZIP Code	10	R	Zip + code
Home Address Country (if foreign)	50	O	
Work Address Line 1	75	O	
Work Address Line 2	75	O	
Work Address City	50	O	
Work Address State	15	O	
Work Address County	50	O	
Work Address ZIP Code	10	O	
Work Address Country (if foreign)	50	O	Required, if foreign. For US addresses, this can be left blank.



Primary Telephone #	40	R	For US numbers, this should be a 10-digit phone number. For foreign numbers, this should include the country code.
Secondary Telephone #	40	O	For US numbers, this should be a 10-digit phone number. For foreign numbers, this should include the country code.

Details

- The filename will be in the format: <Carrier Code> <Date Range> <Date Sent>
 - For example: **APCD_Aetna_P020 2015010120150331 20150401.txt**.
 - All carriers will be assigned one *Carrier Code* per PNUM. In general, this will be **APCD_Carrier Name_PNUM**. Multiple “carrier codes” will be assigned if carrier has multiple PNUMs *and* if carrier chooses to submit multiple files per date range.
 - The *Date Range* indicates the time period for which member records are being submitted. The starting date will be followed by the ending date. Both dates will be in the format YYYYMMDD. For example, when submitting members who had coverage between January 1, 2015 and March 31, 2015, the *Date Range* will be **2015010120150331**.
 - The *Date Sent* will indicate the date at which the Demographics File was generated by the carrier. It will be in the format YYYYMMDD. For example, for a file generated on August 1, 2015, the *Date Sent* will be **20150801**.
- Demographics File submissions should include all members who are Maryland residents (or enrolled in a Maryland plan) and who had coverage at any time during the specified date range.
- *Date Coverage Initiated* will be the date that the member initially enrolled for coverage. It indicates the first day of continuous coverage.
- *Date Coverage Ended* should only be populated if a member has discontinued coverage. If coverage is continuing (i.e., through the end of the date range), this field should be left blank.
- Multiple records for the same member should only be submitted if the member had non-consecutive coverage within the date range.
 - If a member changes plans or groups in the date range, it is considered non-consecutive coverage.
- If a Demographics File is does not conform to the file specification, the carrier will be notified, and a new submission for the date range will be expected. The new Demographics File submission should have the same filename, except with a different *Date Sent*.
- Each member record (row) should include all the listed fields (30 fields) separated by a single pipe (|). As such, each member record should contain exactly 29 pipes.
- For optional fields where the carrier has no data for a member, the field should be empty. That is, if a carrier does not have member data for an optional field, the pipe for that field should still be included. In this case, there should be two consecutive pipes (| |).



Sample Pipe Delimited Row

P01202|UHC6789|ABC224466880|Doe|John|Philip|Jr|GRP1357|PLN2468|201-31-001||M|1987-05-03|111-22-3333|12 Main Street|Apt 42|Rockville|MD|Montgomery|20850||34 Oak Street|Suite 55|Annapolis|MD|Anne Arundel|21402||301-555-1212|443-555-1221