



PENINSULA RSN

MANAGEMENT INFORMATION SERVICES POLICIES AND PROCEDURES

Policy Name: LOADING OF STATE ENROLLMENT DATA **Policy Number:** 4.01

Reference: DSHS Contract

Effective Date: 8/2005

Revision Date(s): 12/2011

Approved by: PRSN Executive Board

CROSS REFERENCES

- Policy: Corrective Action Plan

PURPOSE

To ensure that all updates to Medicaid enrollment and eligibility are downloaded in a timely way into the on-line Peninsula Regional Support Network (PRSN) database.

PROCEDURE

The Peninsula Regional Support Network contracts with Kitsap Mental Health Services (KMHS) to manage the Information Services network on behalf of the PRSN.

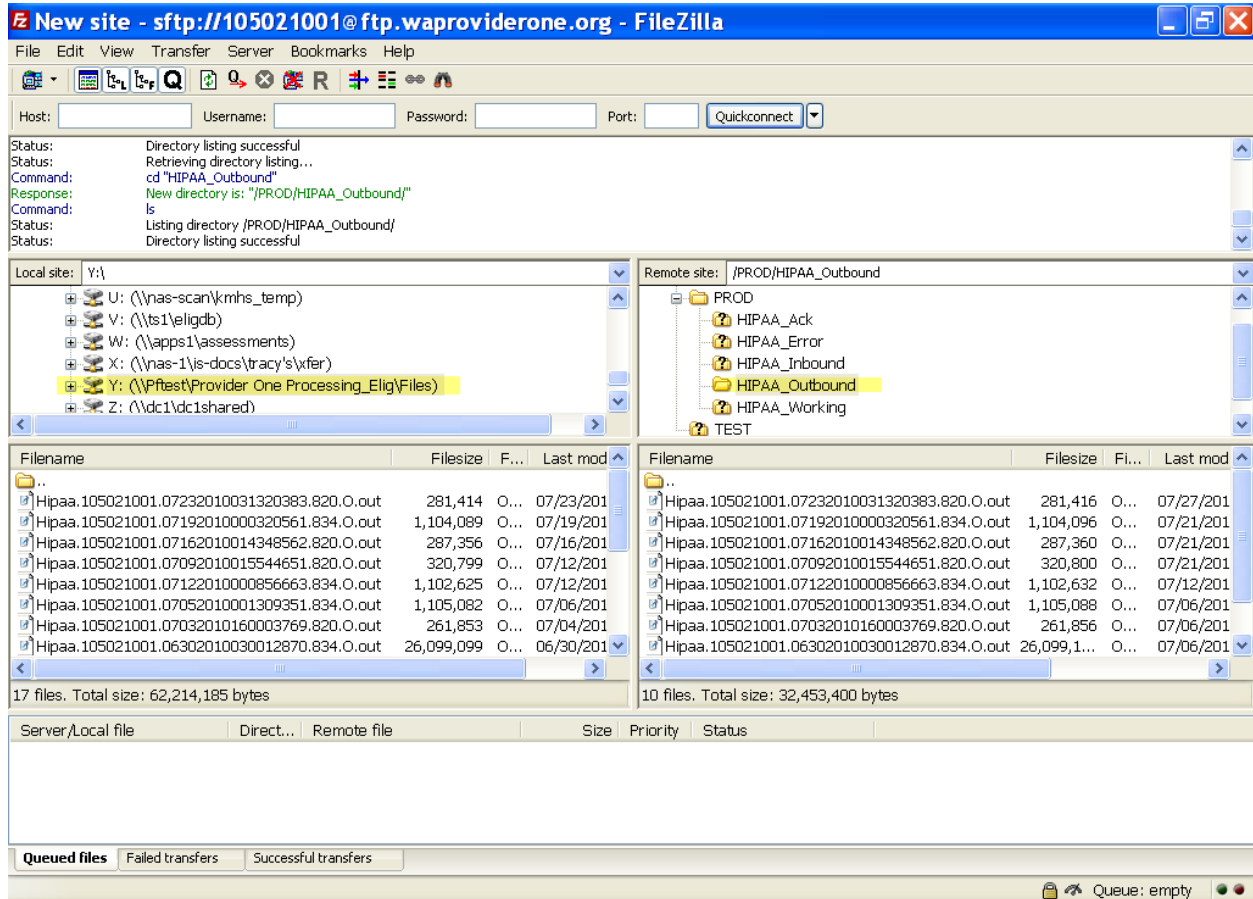
Kitsap Mental Health Services IS staff are responsible to update enrollment information in the PRSN's database monthly.

In order to load enrollment data from the Mental Health Division into the PRSN Information Services database, KMHS staff adhere to the following specific procedures and checks:

Download Files from Provider One

Using Filezilla – connect to ftp.waproviderone.org – type of connection is SFTP
Username is 105021001, Password is peni0010

When connected, navigate to /PROD/HIPAA_Outbound directory



Place new files in the PFTEST server, D:\Provider One Processing\Files for processing.

As the directory grows, you would be best to sort by Last modified to get most recent on top. Keep the spreadsheet updated so it will be easier to determine files for download.

Every week there should be at least two files – a .834.O.out (eligibility records) and .820.O.out (RSN Payment records).

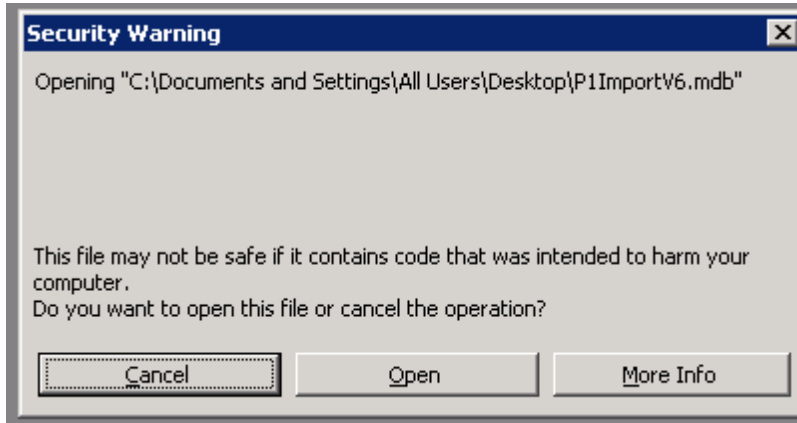
Update the spreadsheet [\\IS-DOCS\Elig\P1 Eligibility\FileLog.xls](#) with the file name(s) downloaded

Import file(s) into the Access Database

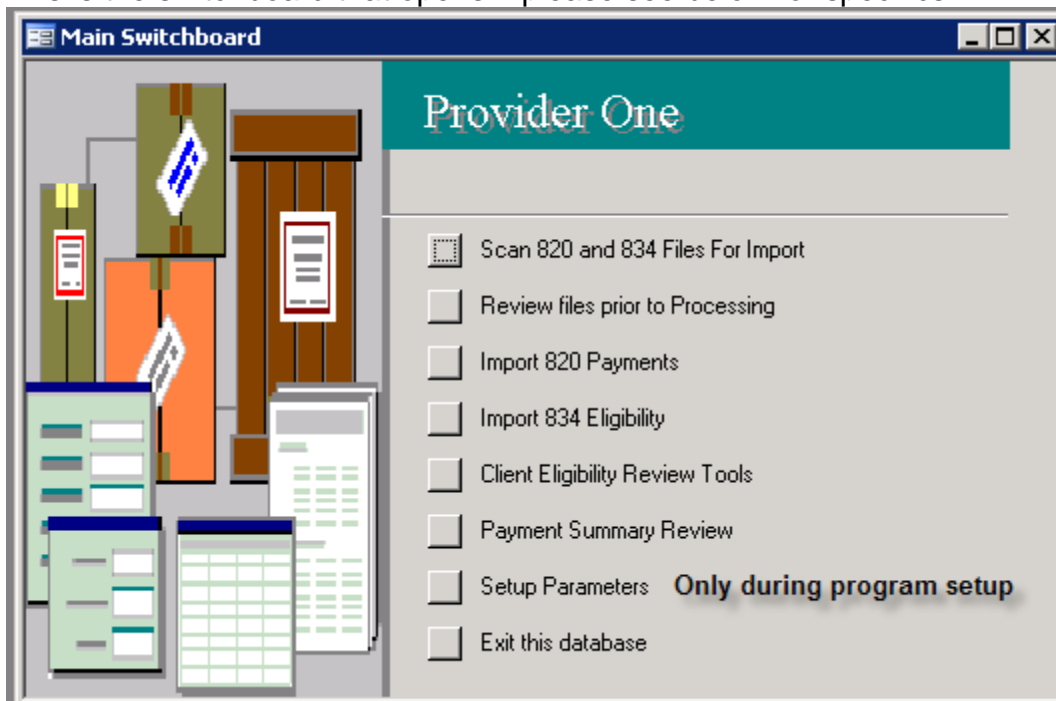
The Access Database is only available on PFTEST server and is called P1ImportV6.mdb There is a shortcut for all users called P1ImportV6.mdb



When you select the Shortcut – you will see the following message – click Open



This is the switchboard that opens – please see below for specifics.



1 – Scan files. This process reads the PFTEST D:\Provider One Processing\Files to determine what is new, etc. This runs very quickly.

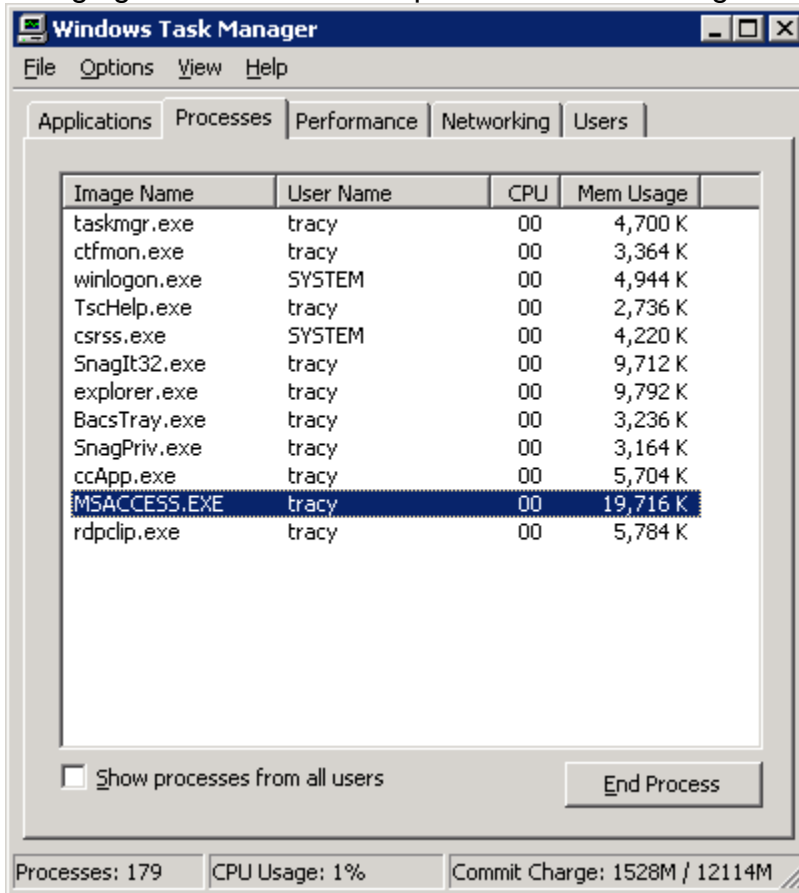
2 – Review files prior to Processing. This displays the files from the above directory and if they are identified and ready for import. It determines if this is a monthly/full file based on the file size. Check to ensure the file(s) you just placed in the directory is there.

	FileName	DateImpo	DateTimePo	blImport	EffectiveDate	MonthlyFullFile	FileType	FileSize	TStamp	blBadFile
▶	Hipaa.105021001.05312010084628278.834.O.out		8:02:03 AM	<input checked="" type="checkbox"/>	5/31/2010	<input checked="" type="checkbox"/>	834	25116809	084628	<input type="checkbox"/>
*				<input type="checkbox"/>		<input type="checkbox"/>		0		<input type="checkbox"/>

3 – Import 820 Payments. If there is a new 820.O.out file ready to be read, select this option.

4 – Import 834 Eligibility. This will import the 834.O.out file into the database. NOTE – a full monthly file may take hours to complete. This will tie up your PFTEST connection

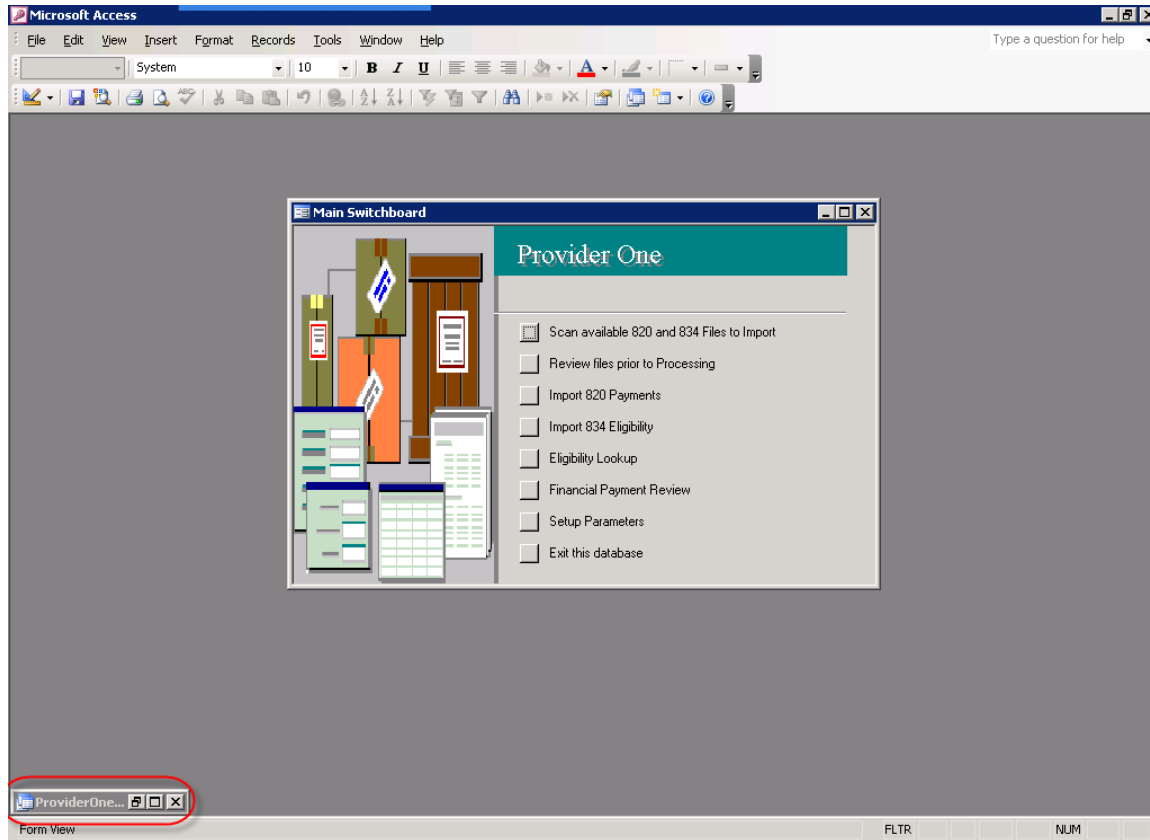
during the import. If you are concerned about the process you can click Start/Run and type taskmgr. Here you will see the Access process running and using memory. Here you would see MSACCESS.EXE using around 20% of CPU and the Mem usage will be changing – this indicates the process is still running.



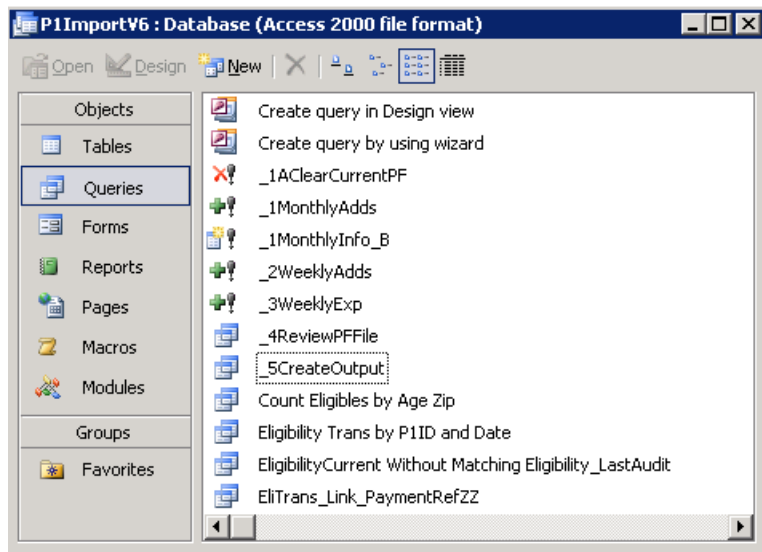
When completed, you will return to the Switchboard window. Notify Anders (337-4886 – aedgertn@co.kitsap.wa.us) the 820 Payment file has been imported (if processing 820 file).

Export for ProFiler processing – 834 Files only

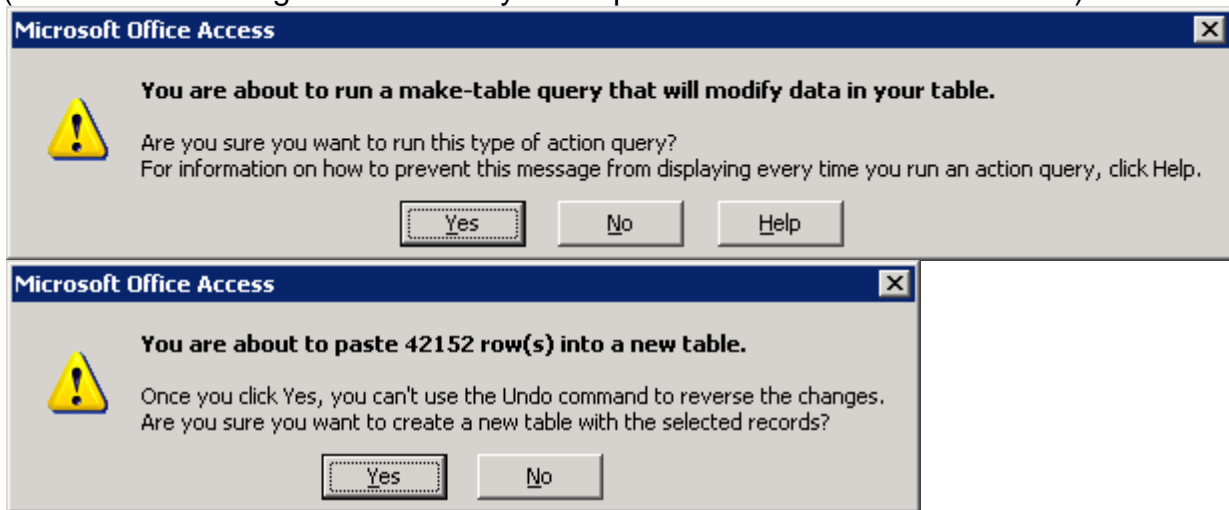
Once the 834 (Eligibility) data is imported you need to run a query to create the file for yet another Access DB to use for reading/processing in ProFiler. Open the window that is minimized in the bottom left of the screen:



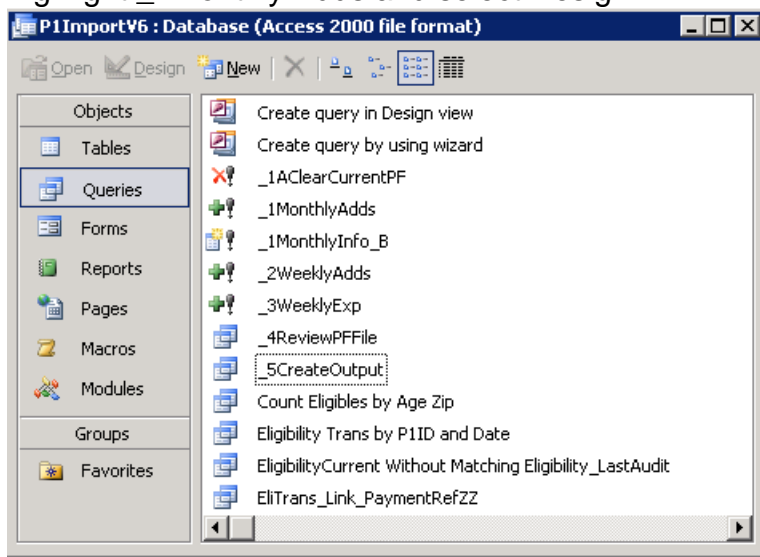
Select Queries –



First run _1AClearCurrentPF (for both Monthly and Weekly files) – this empties the current database. NOTE: For each query you will get two warnings – Click YES to both (the second message is either that you will paste or delete rows – this is OK)

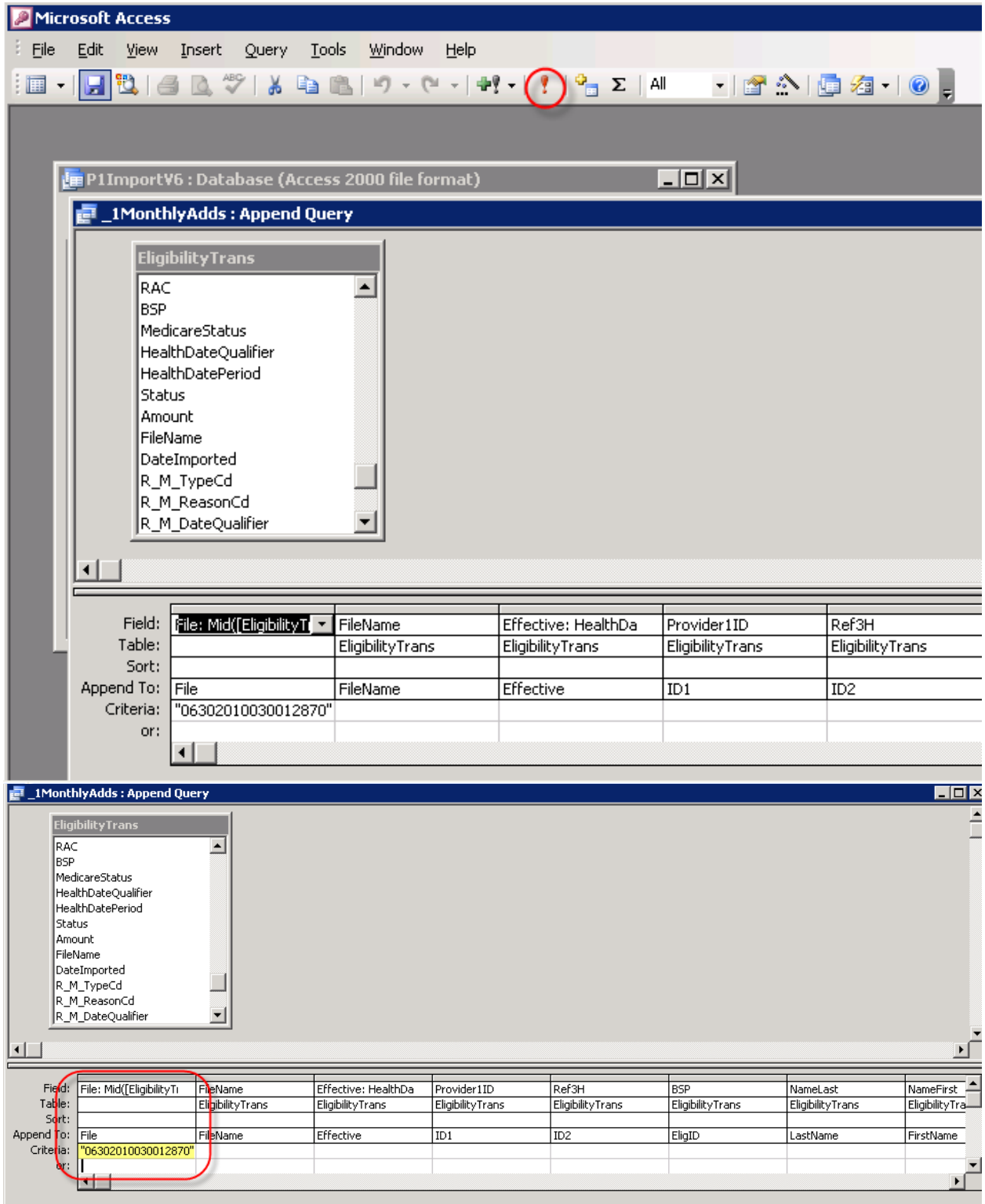


Monthly Files Only (If doing a weekly update – skip to Weekly Files section)
 Highlight _1Monthly Adds and select Design



Open the field File: Mid([EligibilityTrans.FileName],17,17) and enter the filename being used (The filename is the bold/highlighted section of the overall filename: Hipaa.105021001.**05312010084628278**.834.O.out) This name is used throughout the process.

Select the Run command (Red !)

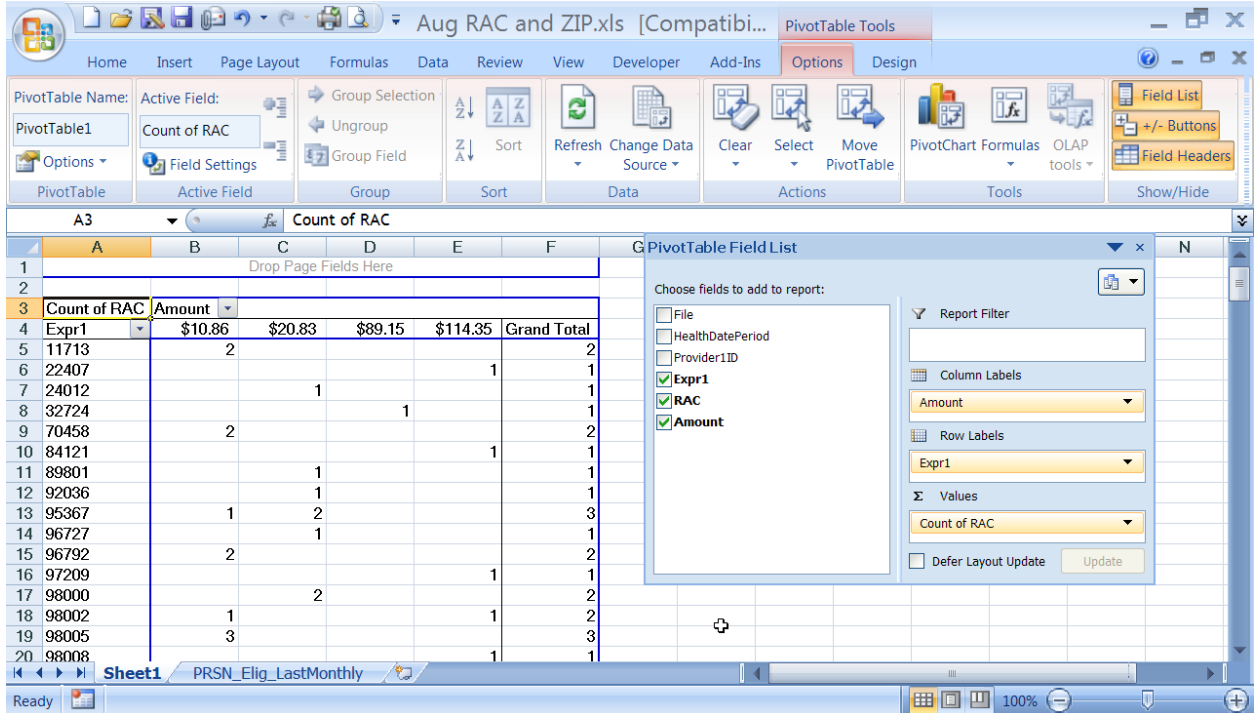


Again, you will get the messages (OK for both) and then close the query (this creates a new DB called CurrentPF)

Run query _1MonthlyInfo_B, changing the file name as above.

Open the Table PRSN_Elig_LastMonthly and select File/Export (file type Excel)
 Save this output file in PRSN Provider/RSN/P1 Elig with the name MMM RAC
 and ZIP.

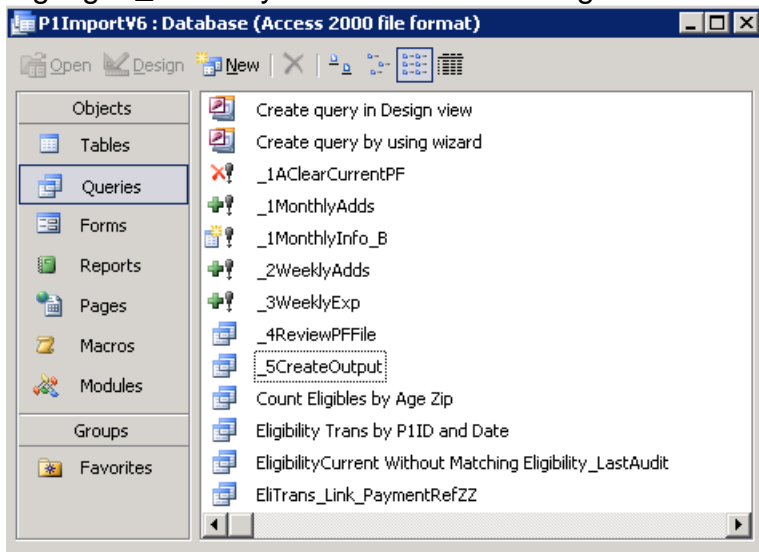
Open this spreadsheet and create a pivot table as shown below



Save the file with the same file name and notify Anders (aedgertn@co.kitsap.wa.us) notifying him of the monthly file for Zip codes.

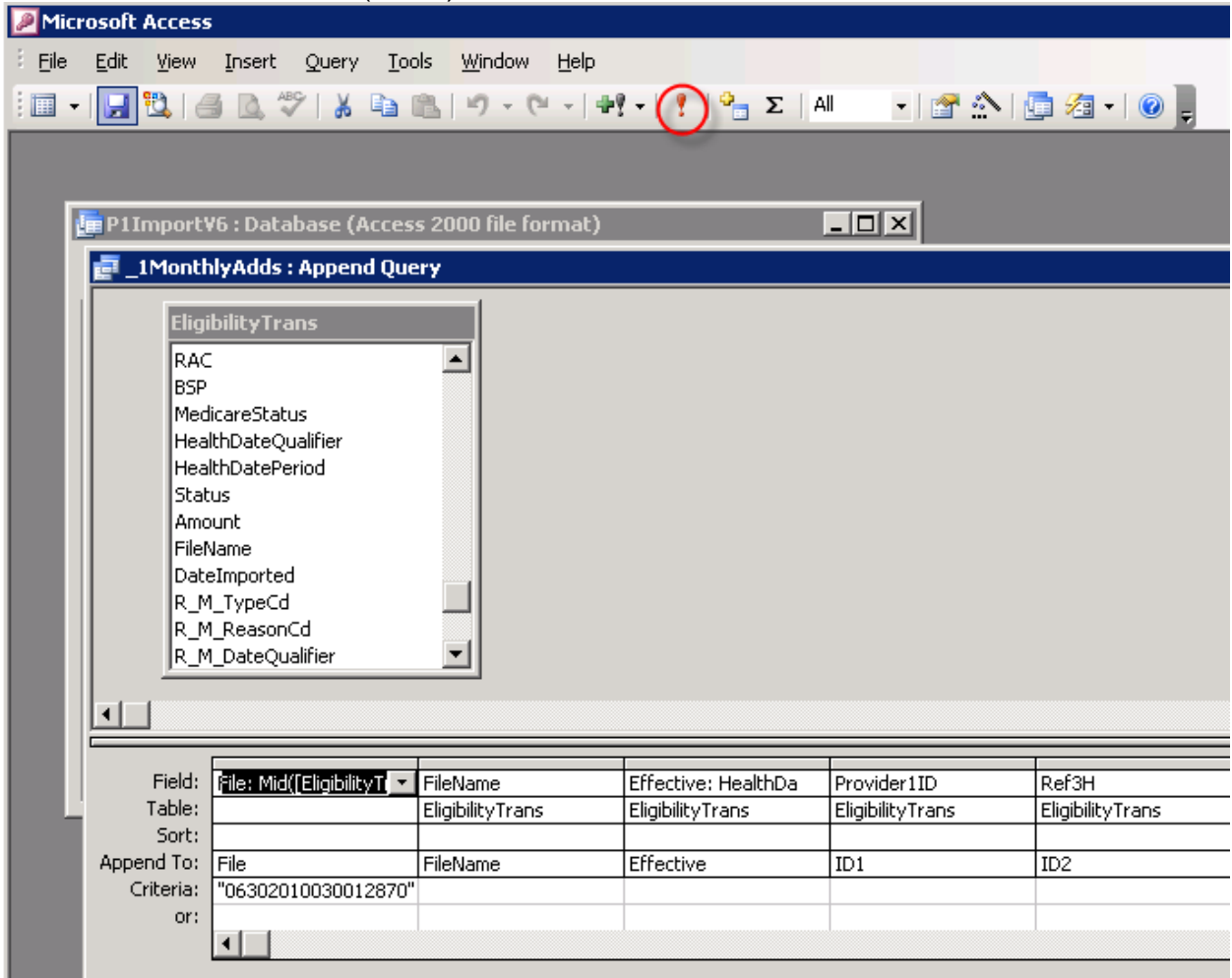
Weekly Files Only

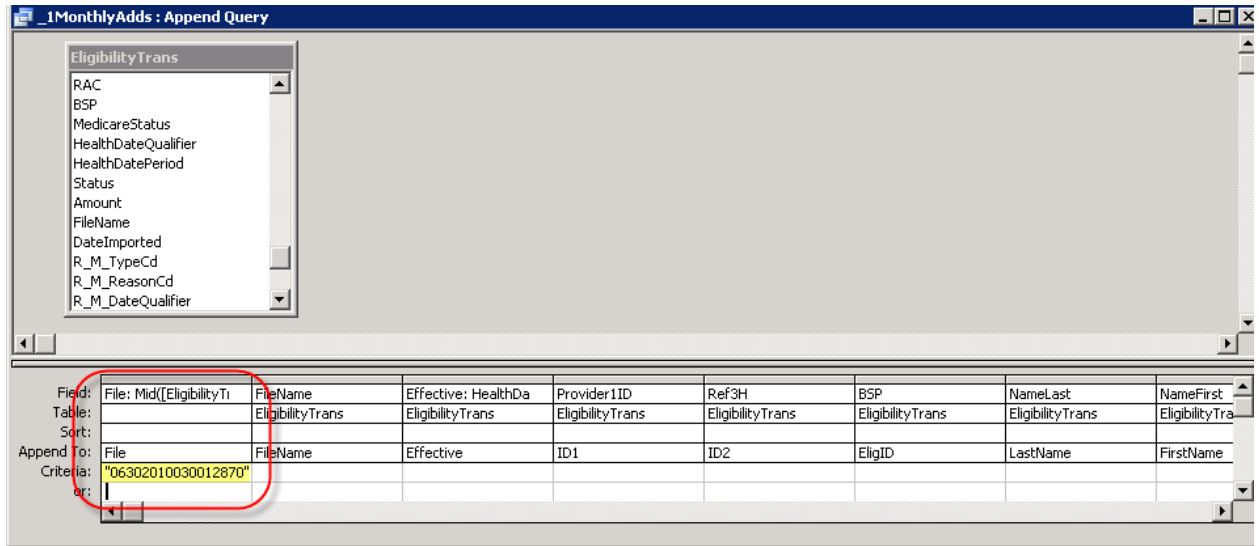
Highlight **_2WeeklyAdds** and select Design and then the same for **_3WeeklyExp**



Open the field File: Mid([EligibilityTrans.FileName],17,17) and enter the filename being used (The filename is the bold/highlighted section of the overall filename: Hipaa.105021001.**05312010084628278**.834.O.out) This name is used throughout the process.

Select the Run command (Red !)





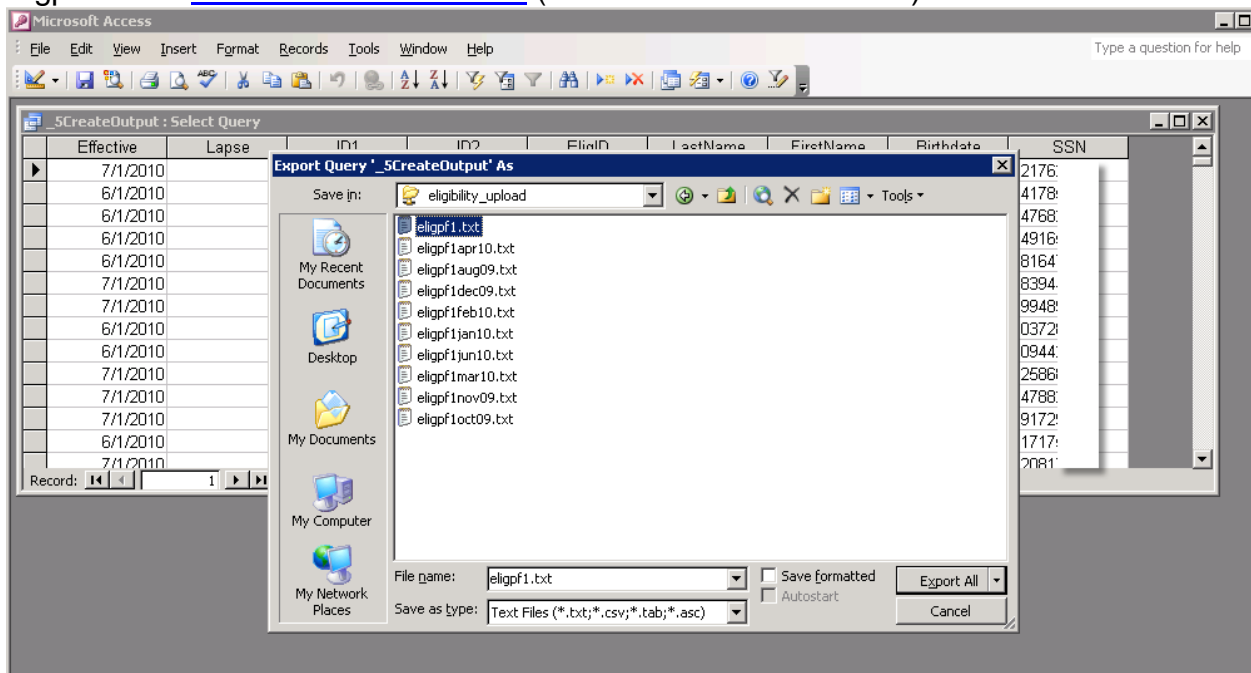
Again, you will get the messages (OK for both) and then close the query (this creates a new DB called CurrentPF)

For both Monthly and Weekly:

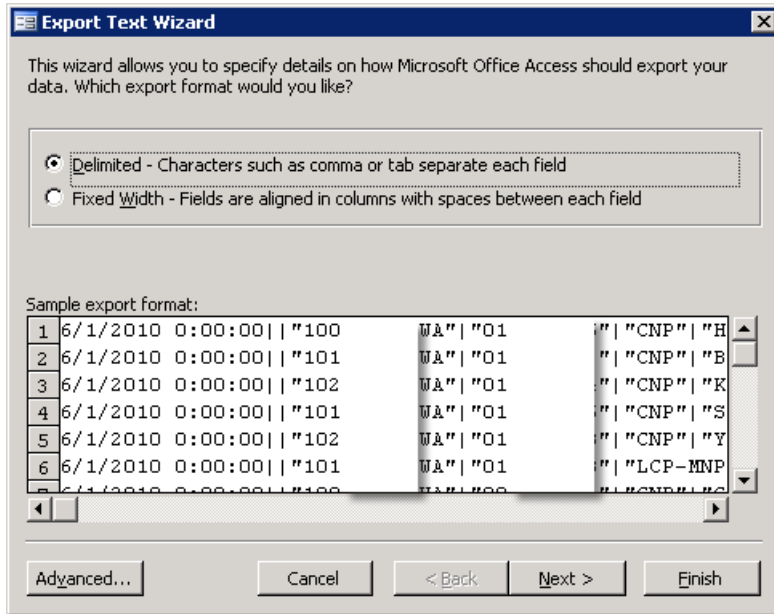
Select _4RvwPFFile (double-click). This opens the newly created file for review. Note the number of records on the bottom of the screen.

If all looks OK, select _5CreateOutput (double-click). This creates a view of the data in the file above – you now need to export the file.

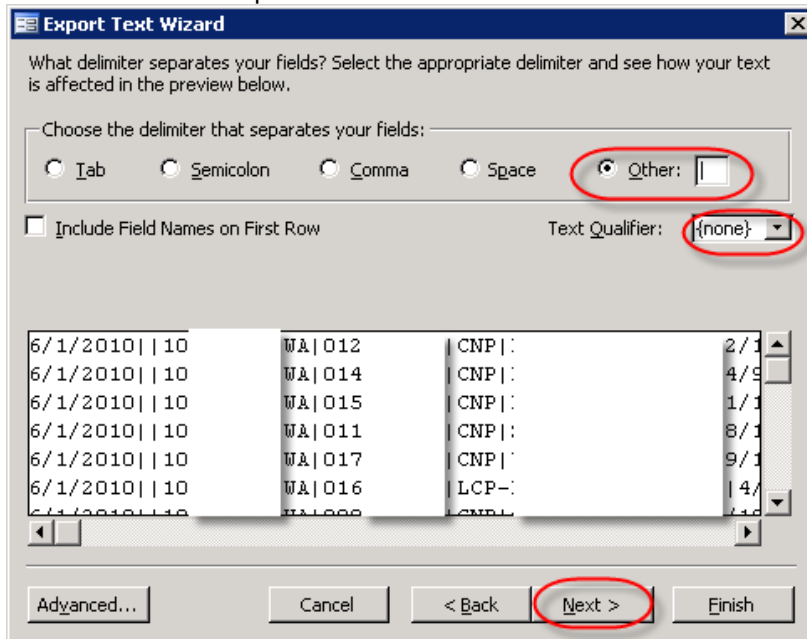
With the file open, select File – Export and export all (file type Text Files) to the filename eligpf1.txt in [\\NAS-1\IS-DOCS\ELIG](#) (You can overwrite this file)



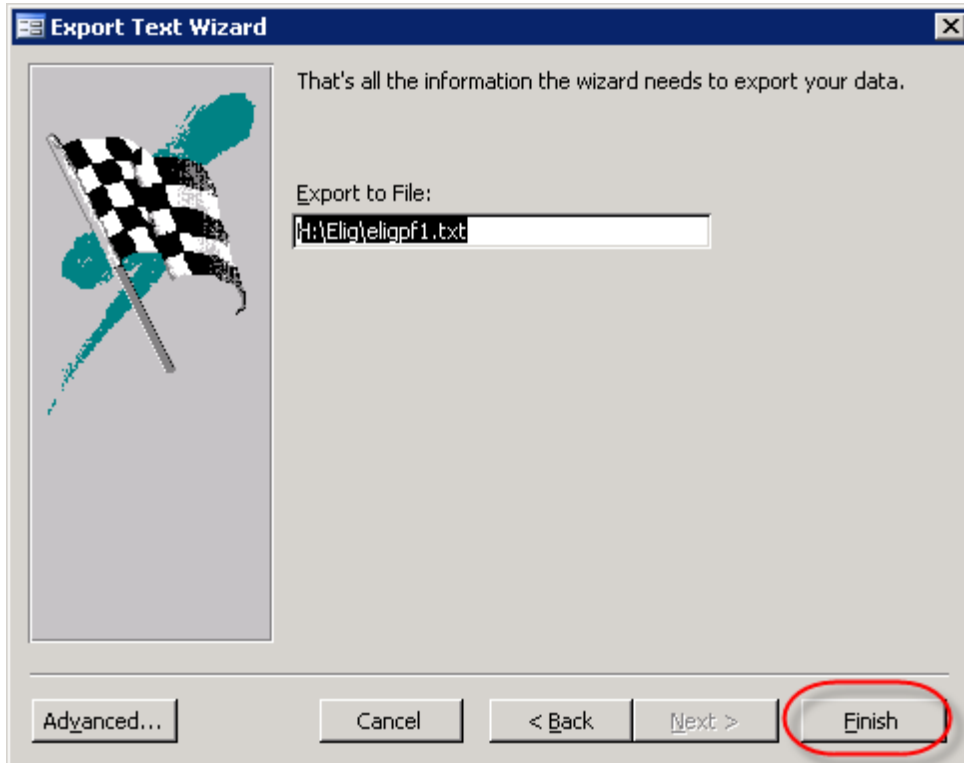
In the formatting – select as follows:
 Delimited – Next



Delimiter – Other | and Text Qualifier None



Finish



You will get a message that the export has finished.
You can close this database and log off PFTEST.

Import the file into the ProFiler Eligibility database

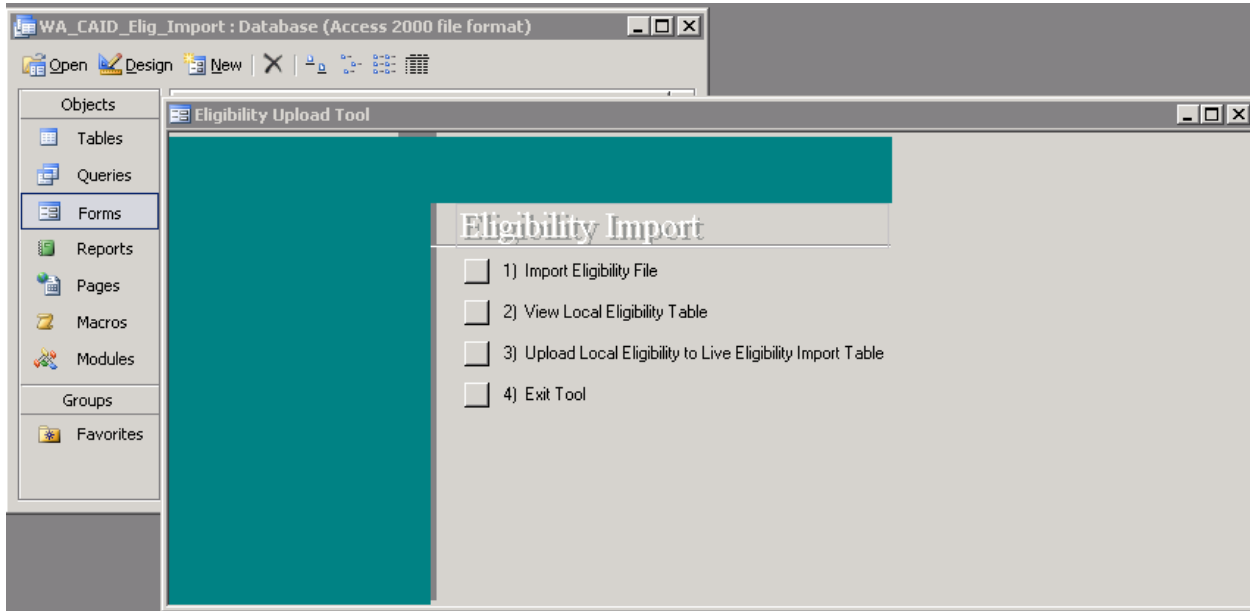
Log onto APPS1 server

Rename the current file called eligpf1.txt (the file name should be eligpfMMDDYYwkly or eligpfMMYYmo)

Move the eligpf1.txt from IS-DOCS\ELIG to APPS1 D:/Eligibility_Upload directory.

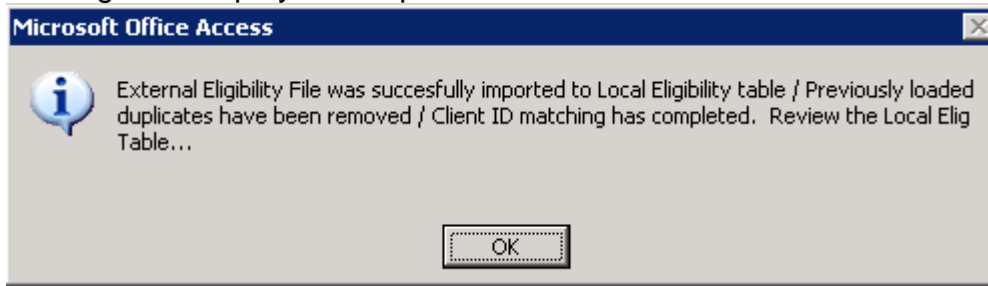
Open Access DB called "**WA_CAID_ELIG_Import.mdb**"

Open FORMS, Then Switchboard



Run item 1: Import Eligibility File (clears local DB, reads eligpf1.txt into local DB, reads Profiler DB, identifies/flags duplicates, marks new items for import by matching ID1+DOB, FN+LN+SSN or FN+LN+DOB)

SQL server login prompts for “sa” password partway thru
 Message will display when queries are done. Click OK



Run item 2: View Local Eligibility Table (make sure today’s date is in last_modified date field)

If ok, close table (NOTE: The record numbers may not match – this process looks for duplicate items and removes them)

Run item 3: Update Local Eligibility to Live Eligibility Import Table (reads local file, compares to Profiler client & payor tables to find matches; matches by name, DOB and/or SSN). Query takes about 1 hour. Message will display when complete. Click OK NOTE: Do NOT run this more than one time

Run item 4: exit tool. Close MS Access and log out of APPS1

Run SQL query to find additional possible matches

Log into UNICARE server as yourself

Find Eligibility.sql on the desktop (should be there for all users) and double-click to open

Connect to Unicare DB

Select database Unicare from the drop down and click Execute – this runs very quickly

Repeat this against the DW server Kitsap DW database.

(purpose is to run some additional queries/views to find matches)

When lower left side of window indicates query ran successfully, close SQL Server

Management Studio and log off Unicare server

Run Update in Unicare DB

Log into Profiler (Unicare live) DB

Open Automation Manager

Check Eligibility Import and click Start

There will be 1 record in the queue and 0 processed – when this changes to at least 1 processed and 0 in queue, click Stop and OK to close Automation Mgr

Run Payor/Episode Association Script in Unicare DB

Log onto the UNICARE server as yourself

Find NEWOther_Payor_Selfpay_Axis_080909.sql on the desktop (should be there for all users) and double-click to open

Connect to Unicare DB

Select database Unicare from the drop down and click Execute

When lower left side of window indicates query ran successfully, close SQL Server Management Studio and log off Unicare server

Repeat this against the DW server Kitsap DW database.

Run Rank90 Script in Unicare DB

While in the Studio Manager, find the Rank90.sql script

Run this against Unicare

Repeat this against the DW server Kitsap DW database.

Notify users Eligibility has completed for monthly processing

Send email to Rose Clemons and Tonya Ferguson (JMHS), Chris Marie Carter (KMHS), Michelle Johnson and Cheryl Miller (PCMHC) and Audrey Grafstrom and Sherrie Richards (WEOS) to notify them the eligibility data is completed.

Filename:

ACTION	INSTRUCTIONS	Date Complete
File Download	Go to the P1 SSH connection (ftp to ftp.waproviderone.org – mode is SFTP). Go to PROD directory, then HIPAA_Outbound directory Select current files and download the files – – you are looking for both 834.O.out and 820.O.out files - they need to end up in the PFTEST D:\Provider One Processing\Files directory. Log off the P1 SFTP	
Update file log spreadsheet	With Filename(s) and date – file is in the binder and blank copies in IS-DOCS/Elig/P1 Eligibility/FileLog.xls	
Add records to Access db	Connect to PFTEST and locate the shortcut for the Access DB P1ImportV6 (click OPEN at the message)	
Scan directory for files	Select first item on switchboard – Scan available 820 and 834 files to Import	
Review files	Select second item on switchboard – Review files prior to Processing – make sure the new files you imported are listed.	
Import 820 Payments	Select third item on switchboard – Import 820 Payment.	
Notify RSN	Notify Anders (337-4886 – aedgertn@co.kitsap.wa.us) the 820 Payment file has been imported.	
Import 834 Eligibility	Select fourth item on switchboard – Import 834 Eligibility – NOTE: Monthly files (determined by size) will take a few hours to import.	
Monthly 834 - Create export file for Profiler	In the PFTEST P1ImportV6 database, run the queries (_1AClearCurrentPF and _1MonthlyAdds and _1MonthlyInfoB. Once completed, run item _5CreateOutput (see instructions for formatting) and save the file in the \\NAS-1\IS-DOCS\ELIG directory called eligpf1.txt (OK to overwrite the file here)	
Monthly 834 Only	Create spreadsheet from the file in Step _1MonthlyInfoB from the table PRSN_Elig_LastMonthly (refer to detailed instructions for export and pivot table creation). Notify Anders Edgerton (aedgertn@co.kitsap.wa.us) that the file is in the PRSN Provider/RSN/P1 Elig directory.	
Weekly 834 - Create export file for Profiler	In the PFTEST P1ImportV6 database, run the queries (_1AClearCurrentPF and _1MonthlyAdds or _2WeeklyAdds and _3WeeklyExp. Once completed, run item _5CreateOutput (see instructions for formatting) and save the file in the \\NAS-1\IS-DOCS\ELIG directory called eligpf1.txt (OK to overwrite the file here)	

<p>Remaining for both Monthly and Weekly files. Rename last month's file on APPS1</p>	<p>Log onto the APPS1 server and go to directory D:\Eligibility_Upload Rename "eligpf1.txt" to "eligfp1mmddy.txt" with the mmddy from the file being processed.</p>	
<p>Copy TS1 Access output to APPS1</p>	<p>Use Filezilla or other transfer program to copy output file from TS1 to APPS1 D:\Eligibility_Upload directory and ensure it is called "eligpf1.txt"</p>	
<p>Import eligibility file to Access DB</p>	<p>Log onto APPS1 server Open Access DB called "WA_CAID_ELIG_Import.mdb" Open FORMS, Then Switchboard Run item 1: Import Eligibility File (clears local DB, reads eligpf1.txt into local DB, reads Profiler DB, identifies/flags duplicates, marks new items for import) SQL server login prompts for "sa" password partway thru Message will display when queries are done. Click OK Run item 2: View Local Eligibility Table (make sure today's date is in last_modified date field) If ok, close table. Run item 3: Update Local Eligibility to Live Eligibility Import Table (reads local file, compares to Profiler client & payor tables to find matches; matches by name, DOB and/or SSN). Query takes about 1 hour. Message will display when complete. Click OK Run item 4: exit tool. Close MS Access and log out of APPS1</p>	
<p>Run SQL query for further matching</p>	<p>Log into UNICARE server as yourself Find Eligibility.sql on the desktop (should be there for all users) and double-click to open Connect to Unicare DB Select database Unicare from the drop down and click Execute – this runs very quickly (purpose is to run some additional queries/views to find matches) When lower left side of window indicates query ran successfully, close SQL Server Management Studio and log off Unicare server and repeat this against the KitsapDW replicated database in DW server.</p>	
<p>Run Update in Profiler Unicare DB</p>	<p>Log into Profiler (Unicare live) DB Open Automation Manager Check Eligibility Import and click Start There will be 1 record in the queue and 0 processed – when this changes to at least 1 processed and 0 in queue, click Stop and OK to close Automation Mgr</p>	

<p>Run Payor to Episode Association and Rank 90 Scripts</p>	<p>Log onto the UNICARE server as yourself Find NEWOther_Payor_Selfpay_Axis_080909.sql on the desktop (should be there for all users) and double-click to open Connect to Unicare DB Select database Unicare from the drop down and click Execute When lower left side of window indicates query ran successfully, close SQL Server Management Studio and log off Unicare server and repeat this against the KitsapDW replicated database in DW server.</p>	
<p>For Monthly Files only: Send email regarding completion</p>	<p>Send email to Rose Clemons and Tonya Ferguson (JMHS), Chris Marie Carter (KMHS), Cheryl Miller (PCMHC) and Audrey Grafstrom and Sherrie Richards (WEOS), CC Anders Edgerton at the RSN to notify them the eligibility data is completed.</p>	

MONITORING

This policy is a mandate by contract.

1. This policy will be monitored through use of PRSN:
 - Annual PRSN Provider and Subcontractor Administrative Review.
 - PRSN will use reports generated by the Department to identify the list of total errors on data submissions.

2. If a provider performs below expected standards during any of the reviews listed above a correction action will be required for PRSN approval. Reference PRSN Corrective Action Plan Policy.