
To: Community-Based Adult Services (CBAS) Providers
From: IEHP Provider Relations
Date: January 23, 2023
Subject: Response Requested by Thursday, January 26! - CBAS Emergency Remote Services (ERS)

Dear CBAS Providers,

Pursuant to the Department of Health Care Services (DHCS) All Plan Letter (APL) 22-020, “Community-Based Adult Services Emergency Remote Services,” DHCS requires the Plan to submit specific data sets related to Members’ transition from Temporary Alternative Services (TAS) to Emergency Remote Services (ERS).

In order to meet this requirement, we are asking our contracted CBAS Providers to **please submit the information on the following page to IEHP no later than Thursday, January 26, 2023.** Please **upload the requested information to IEHP’s Secure File Transfer Protocol (SFTP)** (see Attachment, “CBAS ERS Submission Instructions”).

- 1) Complete the CBAS ERS Report Table (see Attachment, “CBAS ERS Report Table”)
Note: For Reporting Month December 2022 only.

- 2) For Members that were discharged from CBAS due to the TAS program ending, **please submit discharge notes** as follows:
 - a. Must include at minimum: services received, case or progress notes
 - b. Label file using the following file naming convention “**Discharge Case Notes_IEHP ID.**” For example: “Discharge Case Notes_199422223333”

As a reminder, all communications sent by IEHP can also be found on our Provider portal at: www.iehp.org > Providers > Plan Updates > Correspondences

If you have any questions, please do not hesitate to contact the IEHP Provider Relations Team at (909) 890-2054, (866) 223-4347 or email ProviderServices@iehp.org

CBAS Emergency Remote Services

Submission Instructions

OVERVIEW

DHCS requires the Plan to submit specific data sets related to Members' transition from Temporary Alternative Services (TAS) to ERS. In order to meet this requirement, we are asking our contracted CBAS Providers to **please submit the following information to IEHP no later than Thursday, January 26, 2023** by uploading the following information to IEHP's Secure File Transfer Protocol (SFTP):

- 1) Completed CBAS ERS Report Table (see Attachment, "CBAS ERS Report Table") for reporting period December 2022.
- 2) For those Members that were discharged from CBAS due to the TAS program ending, **please submit discharge notes** as follows:
 - a. Must include at minimum: services received, case or progress notes
 - b. Label file using the following file naming convention "**Discharge Case Notes_IEHP ID.**" For example: "Discharge Case Notes_199422223333"

PURPOSE

This document provides instructions on how to submit the requested information through IEHP's SFTP.

INSTRUCTIONS

1. Enter <https://sftp.iehp.org> into your web browser.
2. Log in with your username and password.

***Note:** If you do not have a username and password, please send the requested information via **SECURE email** to delgado-j@iehp.org.*

3. Once logged in, you will see "ERS" as one of the available folders.
4. Using the Upload/Download wizard, you will be prompted to Add File or Add Folder to upload files into this folder.
5. Follow the prompts and prescribed file naming convention above.
6. Click OK.

If you have any questions, please contact the Provider Relations Team at (909) 890-2054.

