
7. TIMEFRAME AND SCHEDULES

A. Introduction

- A. The following pages document processing schedules and timelines which must be adhered to for IEHP Transmission Schedule:
1. Eligibility Data File Transmission Schedule
 2. Encounter Data File Due Date Schedule
 3. Capitation Data File Transmission Schedule
- B. Eligibility Data Files:
1. Eligibility Data Files are placed on the Secure File Transfer Protocol (SFTP) server.
 2. Daily Eligibility files will be posted by 8:00 PM.
 3. Monthly files will be posted by the 1st of every month.
 4. Weekly files will be posted three (3) times a month.
 5. All Providers are required to pick up their eligibility file from IEHP SFTP server within three (3) days of transmission by IEHP.
 6. All IPAs are required to submit eligibility lists to their contracted PCPs by the 5th and 15th of each month for the current months' enrollment.
- C. Encounter Data Files:
1. Encounter Data Files are due the first of each month.
 2. Submitters are required to meet Adequacy and Validity standards by the end of the month in which they are due.
- D. Capitation Summary and Detail Files:
1. All Capitation files will be placed on the SFTP server by the 1st of each month for the prior month's capitation.
 2. Capitation is based on the Provider enrollment as of the 15th day of each month.

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B. Eligibility Data File Transmission Schedule

The following schedule outlines when eligibility files are available to Providers for review. Eligibility files must be picked up within three (3) days of file transmission.

Calendar Month	MONTHLY Eligibility File (full file)	FIRST WEEKLY Eligibility File (updates only)	SECOND WEEKLY Eligibility File (updates only)	THIRD WEEKLY Eligibility File (updates only)
	RUN DATE	RUN DATE	RUN DATE	RUN DATE
Jan 2021	01/01/2021	01/10/2021	01/17/2021	01/25/2021
Feb 2021	02/01/2021	02/10/2021	02/17/2021	02/25/2021
Mar 2021	03/01/2021	03/10/2021	03/17/2021	03/25/2021
Apr 2021	04/01/2021	04/10/2021	04/17/2021	04/25/2021
May 2021	05/01/2021	05/10/2021	05/17/2021	05/25/2021
Jun 2021	06/01/2021	06/10/2021	06/17/2021	06/25/2021
Jul 2021	07/01/2021	07/10/2021	07/17/2021	07/25/2021
Aug 2021	08/01/2021	08/10/2021	08/17/2021	08/25/2021
Sep 2021	09/01/2021	09/10/2021	09/17/2021	09/25/2021
Oct 2021	10/01/2021	10/10/2021	10/17/2021	10/25/2021
Nov 2021	11/01/2021	11/10/2021	11/17/2021	11/25/2021
Dec 2021	12/01/2021	12/10/2021	12/17/2021	12/25/2021
Jan 2022	01/01/2022	01/10/2022	01/17/2022	01/25/2022

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C. Encounter Data File Due Date Schedule

The following schedule outlines what Encounter Data is due to IEHP (the Month of Services were rendered). It also provides timelines when IEHP delivers any error reports and the date this corrected data is due back to IEHP.

Date Encounter Data Due To IEHP	File Name Due (Assessed for Validity)	Month of Service Assessed for Adequacy	Final Date Corrected Errors Due to IEHP
01/05/2020	[id]0120[m or h]001.enc	Oct-2019	01/31/2020
02/05/2020	[id]0220[m or h]001.enc	Nov-2019	02/28/2020
03/05/2020	[id]0320[m or h]001.enc	Dec-2019	03/31/2020
04/05/2020	[id]0420[m or h]001.enc	Jan-2020	04/30/2020
05/05/2020	[id]0520[m or h]001.enc	Feb-2020	05/31/2020
06/05/2020	[id]0620[m or h]001.enc	Mar-2020	06/30/2020
07/05/2020	[id]0720[m or h]001.enc	Apr-2020	07/31/2020
08/05/2020	[id]0820[m or h]001.enc	May-2020	08/31/2020
09/05/2020	[id]0920[m or h]001.enc	Jun-2020	09/30/2020
10/05/2020	[id]1020[m or h]001.enc	Jul-2020	10/31/2020
11/05/2020	[id]1120[m or h]001.enc	Aug-2020	11/30/2020
12/05/2020	[id]1220[m or h]001.enc	Sep-2020	12/31/2020
01/05/2021	[id]0121[m or h]001.enc	Oct-2020	01/31/2021
02/05/2021	[id]0221[m or h]001.enc	Nov-2020	02/29/2021
03/05/2021	[id]0321[m or h]001.enc	Dec-2020	03/31/2021
04/05/2021	[id]0421[m or h]001.enc	Jan-2021	04/30/2021
05/05/2021	[id]0521[m or h]001.enc	Feb-2021	05/31/2021
06/05/2021	[id]0621[m or h]001.enc	Mar-2021	06/30/2021
07/05/2021	[id]0721[m or h]001.enc	Apr-2021	07/31/2021
08/05/2021	[id]0821[m or h]001.enc	May-2021	08/31/2021
09/05/2021	[id]0921[m or h]001.enc	Jun-2021	09/30/2021
10/05/2021	[id]1021[m or h]001.enc	Jul-2021	10/31/2021
11/05/2021	[id]1121[m or h]001.enc	Aug-2021	11/30/2021
12/05/2021	[id]1221[m or h]001.enc	Sep-2021	12/31/2021
01/05/2022	[id]0122[m or h]001.enc	Oct-2021	01/31/2022
02/05/2022	[id]0222[m or h]001.enc	Nov-2021	02/28/2022
03/05/2022	[id]0322[m or h]001.enc	Dec-2021	03/31/2022
04/05/2022	[id]0422[m or h]001.enc	Jan-2022	04/30/2022
05/05/2022	[id]0522[m or h]001.enc	Feb-2022	05/31/2022
06/05/2022	[id]0622[m or h]001.enc	Mar-2022	06/30/2022

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D. Capitation Date File Transmission Schedule

The following schedule outlines when capitation files are available to Providers for review.

Capitation Month	File Transferred
January	February 1
February	March 1
March	April 1
April	May 1
May	June 1
June	July 1
July	August 1
August	September 1
September	October 1
October	November 1
November	December 1
December	January 1

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E. Claims and Encounter Data Reconciliation Manifest Report

Claim Data Reconciliation Manifest Report:

- A. All Claims Data Manifest Reconciliation report must be submitted daily to IEHP. This report shall contain Submitter ID, File Name, Date Sent, Number of Claims, Total Billed Amount, Number of Files, Number of Service Lines, Checksum, Scan Date, Process Date, MRD Date and Number Rejected. For Claims please place the Manifest report within the following Secure File Transfer Protocol (SFTP) location under your Trading Partner ID. IE: 5010/Manifest.
- B. All Inbound and Outbound file transaction must be PGP encrypted.

Encounter Data Reconciliation Manifest Report:

- A. All Encounter Data Manifest Reconciliation report must be submitted weekly to IEHP. This report shall contain the following information Submission Date, File Type, Submitter Name, Submitter ID File Name and Record Count.
- B. All Inbound and Outbound file transaction must be PGP or GPG encrypted.