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## 7. TIMEFRAME AND SCHEDULES

### A. Introduction

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- 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. Monthly files will be posted on the 1<sup>st</sup> of every month.
  3. Weekly files will be posted (3) three times a month.
  4. All Providers are required to pick up their eligibility file from IEHP SFTP server within three (3) days of transmission by IEHP.
  5. All IPAs are required to submit eligibility lists to their contracted PCPs by the 5<sup>th</sup> and 15<sup>th</sup> 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 1<sup>st</sup> of each month for the prior month's capitation.
  2. Capitation is based on the Provider enrollment as of the 15<sup>th</sup> day of each month.

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### B. Eligibility Data File Transmission Schedule

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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.

<b>Calendar Month</b>	<b>MONTHLY Eligibility File (full file)</b>	<b>FIRST WEEKLY Eligibility File (updates only)</b>	<b>SECOND WEEKLY Eligibility File (updates only)</b>	<b>THIRD WEEKLY Eligibility File (updates only)</b>
	RUN DATE	RUN DATE	RUN DATE	RUN DATE
Jan 2018	01/01/2018	01/08/2018	01/15/2018	01/22/2018
Feb 2018	02/01/2018	02/09/2018	02/16/2018	02/23/2018
Mar 2018	03/01/2018	03/09/2018	03/16/2018	03/23/2018
Apr 2018	04/01/2018	04/09/2018	04/16/2018	04/23/2018
May 2018	05/01/2018	05/11/2018	05/18/2018	05/25/2018
Jun 2018	06/01/2018	06/08/2018	06/15/2018	06/22/2018
Jul 2018	07/01/2018	07/10/2018	07/16/2018	07/23/2018
Aug 2018	08/01/2018	08/10/2018	08/17/2018	08/24/2018
Sep 2018	09/01/2018	09/07/2018	09/14/2018	09/21/2018
Oct 2018	10/01/2018	10/08/2018	10/15/2018	10/22/2018
Nov 2018	11/01/2018	11/09/2018	11/16/2018	11/23/2018
Dec 2018	12/01/2018	12/07/2018	12/14/2018	12/21/2018
Jan 2019	01/01/2019	01/11/2019	01/18/2019	01/25/2019

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### C. Encounter Data File Due Date Schedule

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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.

<b>Date Encounter Data Due To IEHP</b>	<b>File Naming Convention (Assessed for Validity)</b>	<b>Month of Service Assessed for Adequacy</b>	<b>Date Corrected Errors Due to IEHP</b>
01/02/2019	[Id]0119[m001or h101].enc.pgp	Sep-2018	01/31/2019
02/01/2019	[Id]0219[m001or h101].enc.pgp	Oct-2018	02/28/2019
03/01/2019	[Id]0319[m001or h101].enc.pgp	Nov-2018	03/31/2019
04/03/2019	[Id]0419[m001or h101].enc.pgp	Dec-2018	04/30/2019
05/01/2019	[Id]0519[m001or h101].enc.pgp	Jan-2019	05/31/2019
06/01/2019	[Id]0619[m001or h101].enc.pgp	Feb-2019	06/30/2019
07/03/2019	[Id]0719[m001or h101].enc.pgp	Mar-2019	07/31/2019
08/01/2019	[Id]0819[m001or h101].enc.pgp	Apr-2019	08/31/2019
09/01/2019	[Id]0919[m001or h101].enc.pgp	May-2019	09/30/2019
10/02/2019	[Id]1019[m001or h101].enc.pgp	Jun-2019	10/31/2019
11/01/2019	[Id]1119[m001or h101].enc.pgp	Jul-2019	11/30/2019
12/01/2019	[Id]1219[m001or h101].enc.pgp	Aug-2019	12/31/2019
01/02/2020	[Id]0120[m001or h101].enc.pgp	Sep-2019	01/31/2020
02/01/2020	[Id]02120[m001or h101].enc.pgp	Oct-2019	02/28/2020
03/01/2020	[Id]0320[m001or h101].enc.pgp	Nov-2019	03/31/2020
04/02/2020	[Id]0420[m001or h101].enc.pgp	Dec-2019	04/30/2020
05/01/2020	[Id]0520[m001or h101].enc.pgp	Jan-2020	05/31/2020
06/01/2020	[Id]0620[m001or h101].enc.pgp	Feb-2020	06/30/2020
07/02/2020	[Id]0720[m001or h101].enc.pgp	Mar-2020	07/31/2020
08/01/2020	[Id]0820[m001or h101].enc.pgp	Apr-2020	08/31/2020
09/03/2020	[Id]0920[m001or h101].enc.pgp	May-2020	09/30/2020
10/01/2020	[Id]1020[m001or h101].enc.pgp	Jun-2020	10/31/2020
11/01/2020	[Id]1120[m001or h101].enc.pgp	Jul-2020	11/30/2020
12/03/2020	[Id]1220[m001or h101].enc.pgp	Aug-2020	12/31/2020
01/02/2021	[Id]0121[m001or h101].enc.pgp	Sep-2020	01/31/2021

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### D. Capitation Date File Transmission Schedule

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

<b>Capitation Month</b>	<b>File Transferred</b>
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

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#### **Claim Data Reconciliation Manifest Report:**

- A. All Claim Data Manifest Reconciliation report must be submitted daily to IEHP. This report shall contain 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.

#### **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