3. ELIGIBILITY PROCESSING PROCEDURES

A. General Information

OVERVIEW:

A. Accurate and timely eligibility information is a key concern of all Providers in the IEHP network. IEHP receives Medi-Cal eligibility information from DHCS via an 834 file on a monthly basis. DHCS provides daily electronic eligibility files to update the Member files during the course of each month. For the IEHP DualChoice program, IEHP receives confirmed enrollment data from CMS on a daily basis via the Daily Transaction Reply Report (DTRR). Once confirmation is received from CMS on the DTRR, the information is uploaded into IEHP's Membership System.

B. Recognizing that the network is comprised of Providers with existing systems employing varying technologies, IEHP has four (4) methods of eligibility information distribution available to IEHP Providers:

1. IEHP Website at www.iehp.org.

2. Data Files transferred electronically via IEHP's Secure File Transfer Protocol (SFTP) server.

3. TransUnion 270/271 solution

4. Edifecs 270/271 solution.

C. Data files offer the most comprehensive Member information available to Providers. The files include both eligibility and demographic data provided from the monthly and daily 834 files and the monthly and daily CMS DTRR files.

D. Data files are placed on the SFTP server for each Provider. A full monthly file is provided by the 1st of each month. Daily Delta files are provided by 8:00PM. Providers are required to pick up their eligibility information from the SFTP server within three (3) calendar days of transmission by IEHP. IPAs are required to submit eligibility lists to their contracted PCPs by the 5th and 15th of each month for the current months' enrollment.

E. Capitated Providers also receive a monthly electronic file with their capitation payment that identifies retroactive eligible Members (adds) and Members who are no longer assigned to that Provider (deletes).

3.   ELIGIBILITY PROCESSING PROCEDURES
B.   Data File Format

A. The Eligibility Data File details the Member eligibility information provided by IEHP once we have processed the Member records in our Core Membership system.

B. Eligibility information is sent to our Trading Partners in the Standard 5010 834 File Format.

C. Detailed information regarding the Eligibility Daily File Format can be found in Section 15 of the EDI Manual titled IEHP 5010 834 Standard Companion Guide, including the ASC X12 Implementation Guide (834) in Section 15B.

D. Members who are not included in the IEHP full Monthly eligibility file yet remain active in the Trading Partner's membership database, are not eligible for the new month. These members should be disenrolled effective the first day of the new month they are not eligible.

3. ELIGIBILITY PROCESSING PROCEDURES
C.   Naming Conventions

NAMING CONVENTIONS:

A.   The naming conventions for Eligibility files are as follows:

1.   All file names start with D for the Daily file and M for the Monthly file.

2.   The 2nd through 4th characters represent the three digit Trading Partner ID

3.   The 5th through 12th character represents the date (YYYYMMDD)

4.   The 13th and 14th character represents the last two digits of the file sequencing

5.   The extension of the file is 834.PGP (Please note, that PGP extension represents file encryption)

3. ELIGIBILITY PROCESSING PROCEDURES

D. File Transmission

IEHP FILE PREPARATION FOR TRANSMISSION:

A. Using Pretty Good Privacy (PGP), files are compressed and encrypted by IEHP. IEHP encrypts each file with the respective public key sent to us from each Provider. See Section II D, PGP Procedures - Questions and Answers section for clarification.

METHOD OF FILE TRANSMISSION:

A. The compressed, encrypted files are transferred by IEHP using Secure File Transfer Protocol (SFTP). The files are placed in the "elig" sub-directory of your home directory on the SFTP server.

B. If you identify that the server is down, please contact the IEHP Help Desk at (909) 890-2025. If the server is down for forty-eight (48) hours, IEHP will contact you directly to establish an alternative method.

DECRYPTING THE FILE:

A. Using PGP, GnuPG, or another OpenPGP standard compatible software package, Providers choose Decrypt, select the transmitted file, and then enter their Pass Phrase to decrypt the file.