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. All Providers are required to pick up and process their eligibility file from IEHP SFTP server within three (3) calendar days of transmission by IEHP. Providers should utilize the IEHP web portal @ www.iehp.org to check Member eligibility status during the three-day window to ensure Members have access to medical care until their systems are updated with IEHP eligibility data files.

5. 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. Providers 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.

7.   TIMEFRAME AND SCHEDULES

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) calendar days of file transmission. If IEHP identifies any changes to your membership, IEHP will provide a Daily Delta File containing these changes. IEHP performs the Month-End process the last week of every month, at this time IEHP will not provide the Daily Delta File.

Calendar Month	MONTHLY Eligibility File (full file)
	AVAILABLE DATE ON OR BEFORE
Jan 2023~~2~~	01/01/2023~~2~~
Feb 2023~~2~~	02/01/2023~~2~~
Mar 2023~~2~~	03/01/2023~~2~~
Apr 2023~~2~~	04/01/2023~~2~~
May 2023~~2~~	05/01/2023~~2~~
Jun 2023~~2~~	06/01/2023~~2~~
Jul 2023~~2~~	07/01/2023~~2~~
Aug 2023~~2~~	08/01/2023~~2~~
Sep 2023~~2~~	09/01/2023~~2~~
Oct 2023~~2~~	10/01/2023~~2~~
Nov 2023~~2~~	11/01/2023~~2~~
Dec 2023~~2~~	12/01/2023~~2~~
Jan 2024~~3~~	01/01/2024~~3~~

7.   TIMEFRAME AND SCHEDULES

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
01/01/2023~~2~~	[id]0122[m or h]001.enc	Oct-2022~~1~~	01/31/2023~~2~~
02/01/2023~~2~~	[id]0222[m or h]001.enc	Nov-2022~~1~~	02/28/2023~~2~~
03/01/2023~~2~~	[id]0322[m or h]001.enc	Dec-2022~~1~~	03/31/2023~~2~~
04/01/2023~~2~~	[id]0422[m or h]001.enc	Jan-2023~~2~~	04/30/2023~~2~~
05/01/2023~~2~~	[id]0522[m or h]001.enc	Feb-2023~~2~~	05/31/2023~~2~~
06/01/2023~~2~~	[id]0622[m or h]001.enc	Mar-2023~~2~~	06/30/2023~~2~~
07/01/2023~~2~~	[id]0722[m or h]001.enc	Apr-2023~~2~~	07/31/2023~~2~~
08/01/2023~~2~~	[id]0822[m or h]001.enc	May-2023~~2~~	08/31/2023~~2~~
09/01/2023~~2~~	[id]0922[m or h]001.enc	Jun-2023~~2~~	09/30/2023~~2~~
10/01/2023~~2~~	[id]1022[m or h]001.enc	Jul-2023~~2~~	10/31/2023~~2~~
11/01/2023~~2~~	[id]1122[m or h]001.enc	Aug-2023~~2~~	11/30/2023~~2~~
12/01/2023~~2~~	[id]1222[m or h]001.enc	Sep-2023~~2~~	12/31/2023~~2~~
01/01/2024~~3~~	[id]0123[m or h]001.enc	Oct-2023~~2~~	01/31/2024~~3~~
02/01/2024~~3~~	[id]0223[m or h]001.enc	Nov-2023~~2~~	02/29/2024~~3~~
03/01/2024~~3~~	[id]0323[m or h]001.enc	Dec-2023~~2~~	03/31/2024~~3~~
04/01/2024~~3~~	[id]0423[m or h]001.enc	Jan-2024~~3~~	04/30/2024~~3~~
05/01/2024~~3~~	[id]0523[m or h]001.enc	Feb-2024~~3~~	05/31/2024~~3~~
06/01/2024~~3~~	[id]0623[m or h]001.enc	Mar-2024~~3~~	06/30/2024~~3~~
07/01/2024~~3~~	[id]0723[m or h]001.enc	Apr-2024~~3~~	07/31/2024~~3~~
08/01/2024~~3~~	[id]0823[m or h]001.enc	May-2024~~3~~	08/31/2024~~3~~
09/01/2024~~3~~	[id]0923[m or h]001.enc	Jun-2024~~3~~	09/30/2024~~3~~
10/01/2024~~3~~	[id]1023[m or h]001.enc	Jul-2024~~3~~	10/31/2024~~3~~
11/01/2024~~3~~	[id]1123[m or h]001.enc	Aug-2024~~3~~	11/30/2024~~3~~
12/01/2024~~3~~	[id]1223[m or h]001.enc	Sep-2024~~3~~	12/31/2024~~3~~
01/01/2025~~4~~	[id]0124[m or h]001.enc	Oct-2024~~3~~	01/31/2025~~4~~
02/01/2025~~4~~	[id]0224[m or h]001.enc	Nov-2024~~3~~	02/28/2025~~4~~
03/01/2025~~4~~	[id]0324[m or h]001.enc	Dec-2024~~3~~	03/31/2025~~4~~
04/01/2025~~4~~	[id]0424[m or h]001.enc	Jan-2025~~4~~	04/30/2025~~4~~
05/01/2025~~4~~	[id]0524[m or h]001.enc	Feb-2025~~4~~	05/31/2025~~4~~
06/01/2025~~4~~	[id]0624[m or h]001.enc	Mar-2025~~4~~	06/30/2025~~4~~

7. TIMEFRAME AND SCHEDULES

DE. 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.