

## March 26, 2024, Submitter Forum\*

ATTENDEES	
<ul style="list-style-type: none"> <li>• Lee Spangler, Executive Director</li> </ul>	<ul style="list-style-type: none"> <li>• Devin York, Senior Project Manager</li> </ul>
<ul style="list-style-type: none"> <li>• Joseph Harrison, Data Process Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Jodie Nassar, Data Operations Manager</li> </ul>

AGENDA
<ul style="list-style-type: none"> <li>• Eligibility and Provider Files</li> <li>• TX-APCD Portal Updates</li> <li>• Common Data Layout (CDL) Updates</li> <li>• Q&amp;A</li> </ul>

### DISCUSSION TOPICS – Q&A

#### General

#### 1. General comments from the Center:

*The Center thanks everyone for participating in this submitter forum. The answers provided here are our best understanding of the questions submitted. As always, something may get lost in translation. If there needs to be further clarification on any question, please submit a ticket and we can start that dialogue.*

***Some questions may have been repeated from the last Q&A as they are still pertinent.***

#### Notifications

*As stated in the submitter forum, the TX-APCD will begin accepting monthly submissions on July 1, 2023, for March 2023 adjudicated data. Historical submissions will be accepted from August 1, 2023 – December 31, 2023, to include data from January 2019 – February 2023 (assumes you begin monthly submission in July 2023).*

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\* Some questions submitted have been edited for clarity.

Notifications may be found on our website at: <https://go.uth.edu/txapcd> (Texas All-Payor Claims Database – Rule Notifications).

Every submission to the TX-APCD is to include only a single year-month and a maximum of five files (eligibility, provider, medical claims, pharmacy claims, and dental claims) in a single .zip file named as required in the Data Submission Guide.

## **Common Data Layout**

### **2. How do we get file formatting information and the process to submit?**

The Common Data Layout (CDL), Data Submission Guide (DSG), and Technical Guide (TG), can be reviewed at <https://go.uth.edu/txapcd> – (Texas All-Payor Claims Database – Submitter Registration & Info). After initial registration, our operations team walks you through all the steps necessary to begin submission, as well as including links to these important documents.

## **Registration**

### **3. Should I register as an individual submitter or is the registration for the organization?**

Annual registration is required at the organization level for either the organization itself or the entity submitting on behalf of the organization. Individuals who will be submitting data or need to interact with the submission portal, will need to register for an account with TACC as a separate process. If confusion persists, please create a service ticket.

### **4. Are previous (PDF) registrations available in the portal?**

Yes, the PDF forms were manually entered into the registrations database and should be visible online.

## **Extensions and Exceptions**

### **5. Based on the provided submission notification, when is the deadline to submit an extension?**

According to TDI regulations, a required submitter may submit a “request for an extension to the Center before the reporting due date...” and is otherwise silent on timing, unlike exception requests. However, required submitters should note the Center is permitted at least 14 calendar days to consider an extension request (with additional time should the Center request additional information). The 14-day minimum time-period should be considered when deciding upon the timing for extension requests.

### **6. After testing, we find that we need to submit an exception request for some items. I see there is a form on the portal. What is the process/timing to submit that request?**

According to the rule, a payor may request a temporary exception from one or more requirements by “...submitting a request to the Center **no less than 30 calendar days before** the date the payor is otherwise required to comply with the requirement.” The Center is permitted 14 calendar days to consider the request.

**7. Does the one-year extension start from when it goes live or another date?**

Extensions and exceptions are typically granted based on calendar year and expires December 31<sup>st</sup> in the year in which it was granted.

**8. Our test files failed because some fields didn’t meet the minimum thresholds. If we file an exception, we shouldn’t fail next time?**

Yes, exception requests are available for submitters who cannot meet the requirements for a particular field in the CDL. Please complete the Exception Request Form and Exception Threshold Spreadsheet. Please send both forms to [txapcd@uth.tmc.edu](mailto:txapcd@uth.tmc.edu). As a reminder, exception and extension requests require approval from the TX-APCD.

**9. We have submitted an extension request through December 31, 2023, what do we need to do to request an extension for any historical months?**

Please review your current granted extension request as it may include historical months; if not, please submit a new extension request covering any historical periods for which you will not be complying with the data submission window. The historical period submission window closes December 31, 2023. An extension for a single period does not necessarily include historical periods.

**10. Any thought to eliminating the requirement to file once the number of enrollees gets very small?**

Yes, based on industry feedback, small carriers, with less than 10,000 covered lives, were granted a one-year extension to start reporting. During each annual registration period, a carrier may submit an extension request, before the reporting date, documenting their good cause as to why they should not have to report (very few covered lives, undue cost burden, etc.). The TX-APCD will review the request and issue a determination.

**File Submission**

**11. If our files have one or more of the issues mentioned for enrollment and the provider file, do they need to be resubmitted or just going forward?**

This data-check should be instituted by the submitter as soon as possible to ensure correct future data submissions. For previous submissions, the TX-APCD will engage with you to determine a plan for resubmitting any historical files.

**12. Do payors have to initiate a service ticket if we receive a “file failure” or does this get automatically initiated by the system so UTHealth can communicate with all payors?**

*A file failure notification email should include the report on Stage I quality checks; this report should enable your team to investigate the data problem, to correct and resubmit. A file failure ticket is not automatically created for a particular submission failure. However, should subsequent submissions fail, and your team would like to discuss the issue with our team, please submit a ticket through the portal.*

**13. When we receive an email notice that all the files passed except the file consistency, do we have to resubmit all files again?**

*Currently, any re-submission requires that the entire package (all files in a .zip package) to be resent.*

**14. We are confused by the three-month delay in submitting files.**

*The initial thinking was that the 90-day delay between the end of the reporting month and the start of the submission window would allow for claims to become fully adjudicated. However, this is simply the submission deadline. If you determine your claims are fully adjudicated before that date you may send them in earlier than the submission calendar dictates.*

**15. Considering the Provider File: we have each provider location assigned a different provider ID; does TX-APCD expect only the provider ID referenced in the claim and not all the other provider locations?**

*From section 1.7.6 of the Data Submission Guide, the provider file should contain information on every provider in the provider network and every provider (in-network or out-of-network) for whom claims were adjudicated during the targeted reporting period. One record must be provided for each unique physical location for a provider who may have several locations. For in-network providers, only report those providers with at least one Texas service address. For providers who had utilization, report all regardless of service address.*

**Miscellaneous**

**16. How often will these sessions be held or is this a one-time call?**

*The TX-APCD has changed the submitter forum to accommodate groups in different time zones. These meetings will be held on the 4<sup>th</sup> Tuesday of the month at 12:30 PM CT. Based on submitter feedback, we plan on going to a two-month cadence. Starting with our first submitter forum in January 2024, the meetings will occur every other month (March, May, July, September, November). Please ensure the TX-APCD has your latest contact information to ensure we can include you in the next meeting.*

**Security**

**17. We have a team that helps with the submission of the files and want to have access to the portal. Do each one of them have to have their own login?**

*Yes! TACC's security policy is that everyone accessing the system should create an individual account. The TX-APCD is designed so that multiple accounts can be associated with a registrant. TACC's security policy also does not allow the sharing of accounts, which is a standard security best practice.*

**18. Can we get a copy of the slides?**

*Yes, the slides will be posted at <https://go.uth.edu/txapcd> – (Texas All-Payor Claims Database – Submitter Registration & Info). The TX-APCD also will send out a link to the slides and Q&A as part of meeting notice for the subsequent submitter forum.*

ACTION ITEMS
<ul style="list-style-type: none"><li>• Send notification for May 2024 Submitter Forum.</li></ul>