

May 19 2023, Submitter Forum *

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

AGENDA
<ul style="list-style-type: none"> • Go-Live Dates • New SFTP Server • Best Practice for Submissions • Reminder – Test • New TX-APCD Website • Q&A

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).

* Some questions submitted have been edited for clarity.

Notifications may be found on our website at: <https://go.uth.edu/txapcd> (TX-APCD Payor Registration and Information Menu)

Common Data Layout

2. When will the new threshold values with an updated CDL release?

We intend to use the current version of the CDL for the foreseeable future. To implement a new CDL version requires the TX-APCD to go back through the rule-making process. Also, for any future CDL release, we would give submitters plenty of lead-time to submit test files against the new CDL. The TX-APCD has issued Errata for the CDL and has posted that on the TX-APCD website at: <https://go.uth.edu/txapcd> (TX-APCD Payor Registration and Information Menu)

3. Our organization has questions on certain fields that are required for submission. Is there an opportunity to connect with TX APCD support to go over the questions we have?

Yes, please submit a ticket at txpacd.org detailing your questions (please be as detailed as possible). Logging a ticket helps us to build our knowledge base as well as to be efficient in answering your question (some questions require research). If questions remain after our initial response, we are happy to setup a meeting to discuss any remaining items.

Extensions and Exceptions

4. 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.

5. 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.*

6. 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 31st in the year in which it was granted.

7. 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. As a reminder, exception and extension requests require approval from the TX-APCD.

File Submission**8. Is the new submission start date July 1st (Saturday) or July 3rd (Monday)?**

As posted in the rule and in the Data Submission Guide (DSG), the monthly submission window is the first seven days of the month (regardless of day of week).

9. For the historical (eligibility) files, is it still one record per member per month per plan (payor code)?

For historical eligibility files, eligibility is reported per member per month.

10. To clarify, production historical data cannot be submitted early?

Yes, please submit historical data only during the historical data submission window (August 1 to December 31st, 2023). The TX-APCD would like to scale-up starting with just monthly submissions. This gives the TX-APCD a final chance to review processes and resolve any issues before accepting the large volumes of historical data.

11. What is the schedule for the TX-APCD to respond to monthly production files submitted in the first seven days of each month, for acceptance/rejection, and what is the timeframe for resubmission of a rejected file, based on the date the rejection notice is provided by UT?

Based on the rule, the Center has 14 calendar days to communicate receipt of a submission, inform of quality assessments, and specify required data corrections and resubmission. If a resubmission is required, the Payor then has 14 calendar days to respond with either a revised or corrected data file or an extension request. If Payor fails to submit an original or corrected data submission outside of the specified calendar or time-allotments, the Center will notify Payor of this failure in writing. After 30 days from receipt of written notice, Center will notify TDI of failure to report.

12. If our organization is registered to submit provider, medical, pharmacy and dental files, is all of that data required for the test submissions or can just the provider data be used for a test?

This is possible but requires coordination with TX-APCD to modify your configuration. Please submit a ticket at txapcd.org describing your needs.

13. Can we continue to submit test files even after we have passed validation for all our payor codes?

Yes, we encourage submitters to test as many reporting periods as possible, especially the historical data-periods. Even after the start of monthly and historical submissions, submitters may submit test files. These configurations will be discussed at the June Submitter Forum.

14. We have submitted test files that have been rejected. The rejection fields are ones we do not have and are marked Required, if available. These are not available but are getting rejected. How can we resolve this?

Please submit a ticket at txapcd.org detailing and documenting the issue and we can then work to provide you a resolution to your issue.

15. Is one month of test data sufficient, or are we required to test a larger sample?

There are no test submission scenarios in the rule. The TX-APCD would like a test with at least 3 to 6 months of historical data, from the years specified in the rule; prefer at least two sequential months from the same year. The testing period is not only for the benefit of the submitters, but also so that the TX-APCD can validate its intake process.

Technical

16. Is the new SFTP server available now?

Yes, the new server apcd-sftp.txpapcd.org is available now. The previous SFTP servers will be available through June 9th.

Portal

17. Are there plans to be able to view the status of the files on the portal?

Yes, we an extensive roadmap for the portal at txapcd.org. We hope to include online registration, extension and exception requests, submission history, submission status, etc. If there are any features you would like to see, please let us know and we may add them to a future roadmap release. Some of the initial pages are in testing and should be available by the end of 2023.

Miscellaneous

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

The TX-APCD plans to hold these calls the 3rd Friday of every month for the foreseeable future (time and date may change). This is our opportunity for us to discuss broad issues with our submitter community and to receive feedback.

19. Can we get a copy of the slides?

Yes, the slides will be posted at <https://go.uth.edu/txapcd> – TX-APCD Payor Registration and Information tab (scroll down to bottom of page under Additional Resources).

ACTION ITEMS
<ul style="list-style-type: none">• Send notification for June 2023 Submitter Forum.