Welcome & Introductions

- Gina Robertson, *Data Operations Manager*
- Kelly Goulet, *Data Operations Analyst for the IN-APCD*
- Grace Chandler, *Project Manager for the IN-APCD*
- Monique Cote, *Account Manager for the IN-APCD*

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Agenda

- Overview of Onpoint CDM
- Onpoint CDM portal demonstration
- Data submission best practices
- Questions?

Implementation Timeline

| Activity	Deadline(s)
Data collection portal released	Onpoint CDM was released to registered submitters April 18, 2023
Registration	Registrations due April 28, 2023
Submitter onboarding meetings	One-on-one submitter meetings will be scheduled in the coming weeks to verify understandings of the technical specifications required for submitting to the IN APCD
Data exchange testing	Send or upload a PGP-encrypted test file to the data collection portal no later than June 30, 2023
Data submissions of: • Eligibility • Medical claims • Pharmacy claims • Provider data	1. Historical data (1/1/2020 – 12/31/2022) due August 31, 2023 2. Calendar-year catch-up data (1/1/2023 – 7/31/2023) due August 31, 2023 3. Monthly production data (beginning with August 2023) due October 2, 2023

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Overview of Onpoint CDM

Gina Robertson, *Data Operations Manager*

Using Onpoint CDM

- Submit data
- Review quality and completeness
- Request variances
- Keep record of submission schedule
- Update your contacts
- Get 24x7 support and documentation
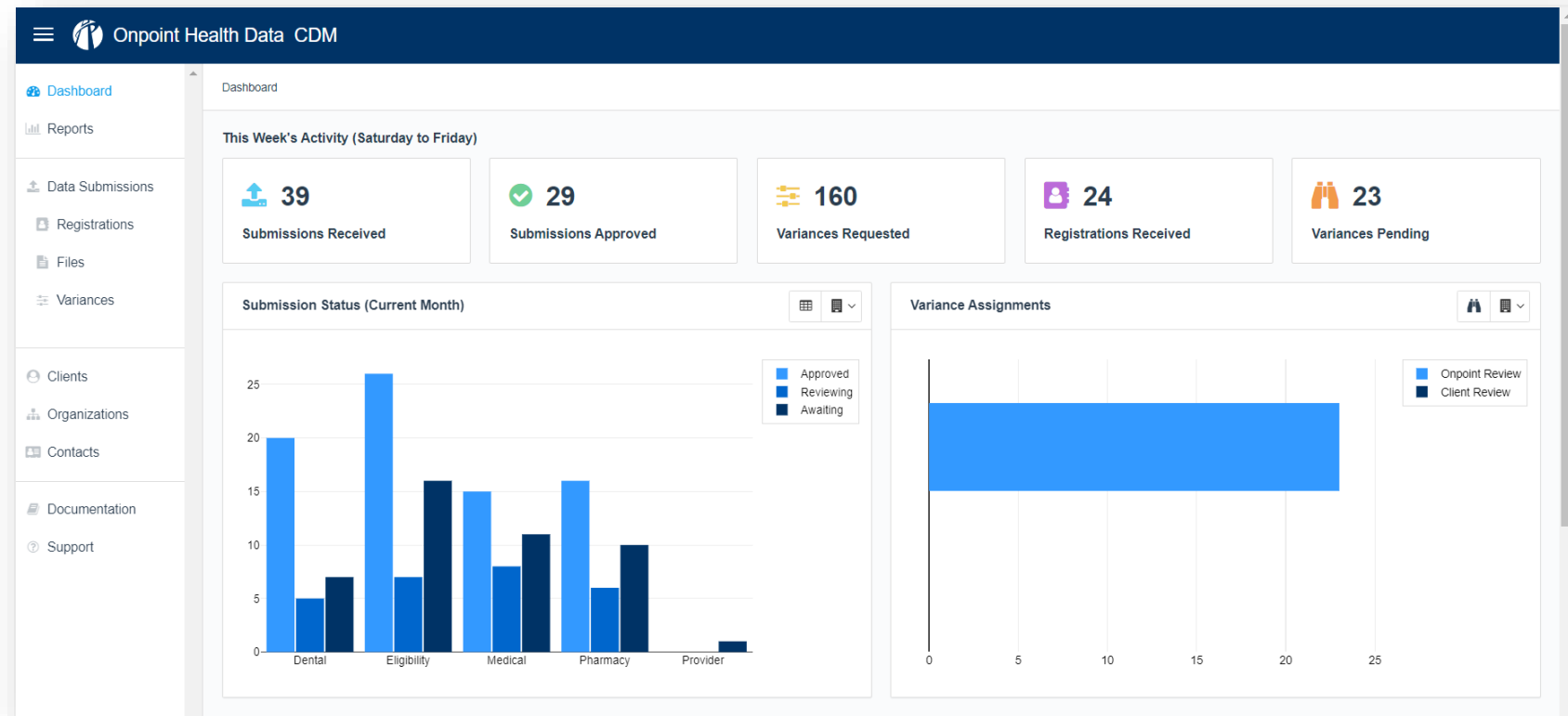
Prerequisites for Submitting Files

- Completed and approved submitter registration(s)
- Submitter code(s) received and incorporated into submissions
- Successful sign-in to Onpoint CDM
- Public PGP key sent to Onpoint for data encryption
- If submitter is sending data via SFTP...
  - Public SSH key sent to Onpoint for SFTP connectivity
  - Confirmation from Onpoint of SFTP account creation

Best Practice: Test Your PGP Encryption Early

- Test files for verifying successful PGP encryption are due June 30, 2023
- Test early to avoid file transfer obstacles later in the implementation

> SECTION 28. (a) Each registered submitter must use the test function to prepare for historical and catch-up data file submission. Registered submitters must successfully complete the testing process by June 30, 2023.

Best Practice: Review IN APCD Documentation

- APCD Emergency Rule
  - Defines who is required to submit data to the IN APCD
  - Outlines IN APCD implementation timeline and milestone deadlines
- IN APCD Data Submission Companion Guide
  - Provides additional guidance to IN submitters to clarify, supplement, and further define specifications of the APCD-CDL™ (Version 2.1)
- APCD-CDL™ (Version 2.1) specifications
  - Available upon request (registration required) from the APCD Council
- Submitter training slide decks and webinar recordings (available by emailing in-support@onpointhealthdata.org)

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Best Practice: Submit Production Data for Testing

- After submitters confirm successful PGP encryption, Onpoint recommends that they use real, complete production data to verify submission mappings
- Benefits of testing with real, complete production data
  - Variances can be applied only to real, complete production data (not test environment or dummy data)
  - Submitters gain full understanding of how their data set performs against Onpoint CDM's data quality validations
  - Once a file with real, complete production data passes Onpoint CDM's data quality validations, that file can be incorporated into the historical data set due to Onpoint during implementation

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Best Practice: Adhere to Format Requirements

- Pay attention to the "Type" and "Max Length" columns
- For fields where leading zeroes are valid, ensure that the field is formatted as a *varchar* or *string* data type; *integer* or *numeric* data types drop leading zeroes
- Pipe delimiters are required
- "Un-assigned" placeholder fields must be reported as '||'

D- Pharmacy					
NEW CDL Data Element #	**Data Element Name**	**Type**	**Max Length**	**Description/ Codes/ Sources**	**NCPDP References**
CDLPCXXX	Un-assigned	char	1	Reserved for future use. Elements will only be added with review from states and payers.	N/A

Best Practice: Adhere to Format Requirements (cont.)

Data Element(s)	Decimal?	Decimal Places	Example	Report As
Dollar amounts	No decimal	2	$1,000.25	100025
Actuarial value	Include decimal	4	88.27689%	0.8828
Diagnosis codes	No decimal	Variable	E11.351	E11351
Service units / Quantity (Medical)	Include decimal	3	1	1.000
Quantity dispensed (Pharmacy)	Include decimal	2	30	30.00

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Best Practice: Adhere to Format Requirements (cont.)

Data Element	Hyphen?	Example	Report As
Social Security number	No hyphen	123-45-6789	123456789
ZIP code (if reported as ZIP+4)	No hyphen	95827-0800	958270800
Ethnicity	Include hyphen	2156-8	2156-8
HIOS ID	No hyphen	25198CA0040001-00	25198CA004000100
Tax ID	No hyphen	01-2345678	012345678
National Drug Code (NDC)	No hyphen	0777-3105-02	0777310502
Negative dollar amounts and quantities	Include hyphen	-$100.00	-10000

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Best Practice: Understand your Reporting Periods

- Reporting period indicated in each submission's header must align with the data
  - Example: A medical claims file with a header with a Period Beginning Date (CDLHD006) of '202101' and a Period Ending Date (CDLHD007) of '202107' must include only claims with a Paid Date (CDLMC024) between January and July of 2021

File Type	Reporting Period	Corresponding APCD-CDL™ Data Element
Eligibility	Start Year of Submission	CDLME005
Eligibility	Start Month of Submission	CDLME006
Medical	Paid Date	CDLMC024
Pharmacy	Paid Date	CDLPC024
Provider	Aligns with eligibility/claims	N/A (includes active providers in eligibility/claims)

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Best Practice: Report Enrollment Accurately

- Eligibility should be reported per member per month (e.g., if a member had enrollment throughout the entire year of 2021, the APCD expects to receive a total of 12 enrollment records for that member – one for each month of 2021 eligibility)

- Key fields to note when reporting enrollment data:
  - Start Year of Submission (CDLME005) – Year of enrollment reported per member
  - Start Month of Submission (CDLME006) – Month of enrollment reported per member; each month of enrollment per member requires its own record in a file
  - Plan Effective Date (CDLME050) – Very first date of enrollment for a member; this date can precede the submission reporting period
  - Plan Term Date (CDLME051) – Last date of enrollment for a member; this field should be reported as null if a member's coverage is still active

Best Practice: Report Enrollment Accurately (cont.)

Example 1: Member with Continuous Coverage

Record	Period Beginning Date	Period Ending Date
Header	202101	202103
Trailer	202101	202103

Member	Start Year of Submission	Start Month of Submission	Plan Effective Date	Plan Term Date
1	2021	01	20191015	
1	2021	02	20191015	
1	2021	03	20191015	

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Best Practice: Report Enrollment Accurately (cont.)

Example 2: Member Coverage Terminates During the Reporting Period

Record	Period Beginning Date	Period Ending Date
Header	202101	202103
Trailer	202101	202103

Member	Start Year of Submission	Start Month of Submission	Plan Effective Date	Plan Term Date
2	2021	01	20200101	
2	2021	02	20200101	20210215

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Best Practice: Report Enrollment Accurately (cont.)

Example 2: Member Coverage Terminates During the Reporting Period

Record	Period Beginning Date	Period Ending Date
Header	202101	202103
Trailer	202101	202103

Member	Start Year of Submission	Start Month of Submission	Plan Effective Date	Plan Term Date
2	2021	01	20200101	
2	2021	02	20200101	20210215

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Best Practice: Report Enrollment Accurately (cont.)

Example 3: Member Coverage Begins During the Reporting Period

Record	Period Beginning Date	Period Ending Date
Header	202101	202103
Trailer	202101	202103

Member	Start Year of Submission	Start Month of Submission	Plan Effective Date	Plan Term Date
3	2021	03	20210315	

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Best Practices: Monitor Program Compliance

- Track your submission progress…
  - Within [Onpoint CDM](#)
  - Through automated emails that track submission status
- Review your data files' formatting, completeness, and validation results
- Remediate mapping issues and request variances when necessary
- Reach out to in-support@onpointhealthdata.org for help in reviewing your files

Best Practices: Submit Detailed Variance Requests

- To expedite your variance request, include the following information…
    - Specific explanations of why the variance is needed
    - Applicable reporting periods for the variance
    - Threshold adjustment required for compliance
- If applicable, provide your plans and timeline for future remediation
- Request variances only for real and complete production data

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Best Practices: Reach Out to Onpoint for Support

- Contact in-support@onpointhealthdata.org for support
  - Validation failures
  - Data element specifications
  - Onpoint CDM functionality

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Questions?

Technical questions:
in-support@onpointhealthdata.org

Regulatory questions:
apcd@idoi.in.gov

Thank you.

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Reliable data. Informed decisions. Strategic advantage.

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