

# HMO Provider Network

## Data Specifications

### File Format

<b>Delivered Files (what gets delivered, usually one or more zip files)</b>	
Delivery Format	Zipped, unencrypted
Delivered File Name(s)	HPN- <b>GROUP_MCO_ID-YYYYMMDD</b> .zip where MCO_ID is the ID for the MCO, and YYYYMM is the submission year and month.  Notes: <ol style="list-style-type: none"> <li>1) If the BadgerCare Plus and Medicaid SSI networks are the same for an HMO, the HMO should submit under the BC+ Group MCO ID (3 files – 1 provider, 1 facility, 1 control).</li> <li>2) If the BC+ and Medicaid SSI provider networks are different for an HMO, the HMO should submit the BC+ network under the BC+ MCO ID and the Medicaid SSI network under the SSI Group MCO ID (6 files – 2 provider, 2 facility, 2 control).</li> <li>3) HPN means “HMO Provider Network” not health plan name.</li> </ol>
Delivery Frequency/Date/Time	Providers are required to submit files weekly, and whenever there are significant network changes.
Delivery Location	WI FTP server. <i>(See folder information below)</i>
Duration at delivery location (how long will the files remain in place before they are removed?)	1 Week (Files will be removed upon processing.)
<b>Data Files (files which contain the actual data)</b>	
Relationship to delivered files (same, one per archive, multiple per archive)	All data files plus the control file should be included in a single zip file.
Data File Name(s)	HPN- <b>GROUP_MCO_ID-YYYYMMDD</b> -provider.txt

	HPN- <b>GROUP_MCO_ID-YYYYMMDD</b> -facility.txt HPN- <b>GROUP_MCO_ID-YYYYMMDD</b> -control.txt
Data Format (fixed width/delimited)	Delimited (" "), ASCII text file.
Record separator (\n or \r\n or none or other)	Unix (newline / \n) preferred; Windows (CRLF / \r\n) acceptable
EOR marker?	Yes – The value “%%” should appear as the final data element for each record in the submitted file (no quotes).
Does file contain a header row (first row to be skipped)?	No
Does file contain a summary row (at the end, to be skipped)?	No
Is a control file included in the delivered files to be used for validation of other data files?	Yes. See Data Dictionary for information on format of control file.

## Data Load

Load Attributes (how the data are loaded)	
Load Type	Complete (historical data are replaced with new data each load cycle) per MCO ID (file).
Load Frequency	Files required weekly. (Monday 7:30 PM files are processed.)
Error Checking Granularity	Field-level errors invalidate a record. Record-level errors invalidate a record.
Invalid Record Handling	Records with errors will be loaded based on error type.
File Disposition on Errors	Records which meet load criteria in files with validation errors will be loaded unless the file rejection threshold is met.
File Rejection Threshold	Over 10% of records in the file have an error.
Notification on Errors	HMO's will receive an electronic confirmation each time a file is processed. The file will include the data file name(s), and any errors that were encountered. If no errors occurred, the response file will acknowledge receipt of the file(s) and that they were successfully processed.

## General Load Handling

1. Leading and trailing spaces will be removed from all loaded values before they are loaded to the production tables.

2. Field values that exceed the specified maximum length may be truncated on load without triggering an error.
3. Files will be loaded into a temporary table for verification and additional processing.
4. Files will be retrieved from the locations on the WI FTP server from locations specified.
5. It will be assumed that information submitted by MCOs identifying the MCO within the data files will be correct.
6. Unrecoverable errors or a sufficient quantity of errors encountered during the initial load process of a file may prevent further processing of that file, including validation of individual records and/or the load of data from that file to the final production tables.
7. If a file is accepted and to be loaded, the existing data related to that MCO will be removed from the database prior to loading the new file.
8. If a file is rejected, the existing data are not removed from the database.

## File Acceptance Criteria

### Summary

Error Type	Data Marked as Invalid	Field Loaded?	Record Loaded?	File Loaded?
<b>Field-level Errors</b>	Field, Record	Y	Y	Y
<b>Record-level Errors</b>	Record, File <sup>2</sup>		N <sup>1</sup>	Y <sup>2</sup>
<b>File-level Errors</b>	File			N

<sup>1</sup> Records with additional fields beyond the end-of-record marker (and no other errors) will be loaded, but only the values that appear before the EOR marker.

<sup>2</sup> If the invalid record count surpasses 10% of the records in the file, the file will be marked invalid and no records from the file will be loaded.

### Field-level Validation

1. Fields which are specified to contain data from a specified code set – either a list of codes or those required to be either “Y” or “N” – will be checked against the current code set to ensure all records have a valid value. Any values not found within that code set will be treated as an invalid value and handled as a field validation error.
2. Fields which have a specified format (e.g., zip code) will be validated to ensure that the data meet the specified criteria. Any values that fail to meet the validation criteria will be treated as a field validation error.

3. Address information assumes that all addresses are US addresses only (or follow the US address format). If international addresses will be permitted, a country code will need to be included in all records in order to allow for the suspension of validation rules specific to US addresses.
4. Fields which are required to be non-null must contain at least one non-space character.
5. When a field has a validation error (fails a validation check):
  - a. The record will be marked as having an error (invalid record).
  - b. The field value may be replaced with an appropriate default value.
  - c. The field may be loaded with the default value unless the record fails to be loaded.

### Record-Level Validation

1. Records without the end-of-record marker will be marked as invalid.
2. Records without all fields specified will be marked as invalid.
3. Records with additional fields will be marked as invalid, but may be loaded.
4. Any fields beyond the end of record marker will mark a record as invalid and will not be loaded.
5. The following error types will prevent a record from being loaded:
  - a. Records that contain no values (all blanks).
  - b. Missing end-of-record marker.
  - c. Extra fields appearing before end-of-record marker
  - d. Insufficient number of fields (too few fields before end-of-record marker)
6. The following error types will not prevent a record from being loaded:
  - a. Extra fields after the end-of-record marker.

### File-level Validation

1. In addition to the control file, only files identified in the control file will be processed.
2. Files in which the file contents do not match the control file summary information will mark a file as invalid.
3. Files in which more than 10% of the included records are deemed invalid (have a field- or record-level error) will be marked as invalid.
4. Invalid files will not be loaded.
5. When a file fails to be loaded, the data which it is to replace is not removed from the destination. Data is only replaced upon the successful load of a file.

## Submission-level Validation

1. Failure to provide a control file will invalidate all submitted files and no processing will occur.
2. A failure to load one data file will cause the submission to be marked as invalid and no data will be loaded. This is done to ensure consistency between provider and facility data.

## Supporting Information

### FTP Folder/Provider Information

Folders on the Wisconsin FTP server are those currently used to receive files from and deliver files to the HMOs/MCOs at present. The folders (directories) referenced below are found within the /export/ftp/ directory on the server (i.e., /export/ftp/hmoXXXXp/).

All files should be placed within the "incoming" subdirectory of the folders specified below (/export/ftp/hmoXXXXp/incoming/).

Group Name	Group ID	FTP Folder	MCO ID
ANTHEM BLUE CROSS BLUE SHIELD	69009026	hmo9026p	69009026
			69009027
			69009053
			69009082
			69009098
	69009134	hmo9134p	69009134
			69009135
			69009136
CARE WISCONSIN HEALTH PLAN INC	69009103	hmo9103p	69009103
			69009079
			69009132
CHILDRENS COMM HEALTH PLAN	69006500	hmo6500p	69006500
			69006530
			69006531
			69009023

			69009078
			69009081
			69009102
DEAN HEALTH PLAN INC	69000200	hmo0230p	69000200
			69000230
			69000231
			69009022
			69009084
			69009099
GROUP HEALTH COOP EAU CLAIRE	69001600	hmo1630p	69001600
			69001630
			69001631
			69009011
			69009051
			69009086
	69007700	hmo7730p	69007700
			69007730
			69009052
GROUP HEALTH COOP SOUTHCENTR	69000100	hmo0130p	69000100
			69000130
			69009014
			69009085
			69009122
INDEPENDENT CARE (ICARE)	69002600	hmo2630p	69002600
			69002630
			69002631
	69009000	hmo9000p	69009000
			69009001
			69009002
			69009004



	69006200	hmo6230p	69006200
			69006230
			69006231
			69006232
NETWORK HEALTH PLAN	69004800	hmo4800p	69004800
			69004831
			69009006
			69009093
			69009107
			69009108
	69006300	hmo6330p	69006300
			69006330
			69006331
PHYSICIANS PLUS INSURANCE CO	69008400	hmo8400p	69008400
			69008430
			69009013
			69009094
QUARTZ	69009146	hmo9146p	69009146
			69009147
			69009148
			69009149
			69009150
SECURITY HEALTH PLAN OF WISC	69004300	hmo4300p	69004300
			69004330
			69009017
			69009095
TRILOGY HEALTH INSURANCE	69009117	hmo9117p	69009117
			69009118
			69009124
			69009128



			69009129
	69009120	hmo9120p	69009120
			69009121
			69009133
			69009142
UNITEDHEALTHCARE COMMUNITY PLAN	69000900	hmo0930p	69000900
			69000930
			69000931
			69000932
			69004930
			69009007
			69009096
			69009109
			69009110
	69006100	hmo6130p	69006100
			69006130
			69006131