# Vent Payment Guide

**Version 1.1**

**Date Last Updated: February 7, 2024**

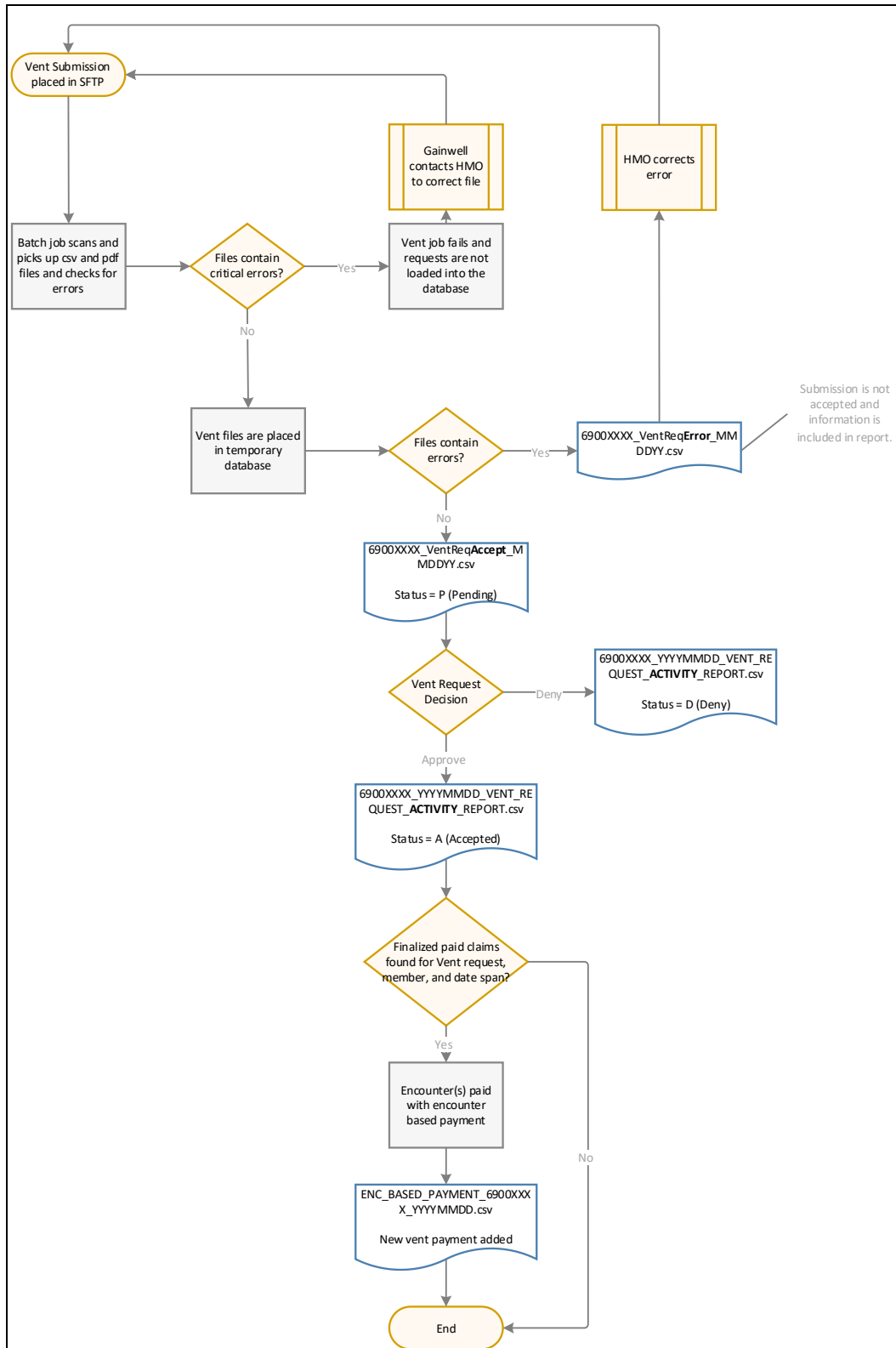| Version | Date | Change Log |
|---------|------|------------|
| 1.0 | 10/30/2023 | Document Creation |
| 1.1 | 2/7/2024 | Updated section 5.2 Error Examples |

# Table of Contents

# 1. Introduction

This guide was developed to help interpret each stage of the ventilation (Vent) submission process. Due to new code and policy releases, the information in this guide has the potential to change. If so, an updated guide will be distributed.

Effective 07/01/2022, Ventilation (Vent) requests were accepted and submitted via the SFTP. Approved requests will result in eligible encounters being selected to generate encounter based payments.

Additional information can be found in the Report Matrix and the Encounter Based Payment Guide.

## 2. Vent Process Flow

```
Vent Submission
placed in SFTP

Batch job scans and
picks up csv and pdf
files and checks for
errors

Files contain
critical errors? ──Yes──▶ Vent job fails and
requests are not
loaded into the
database ──▶ Gainwell
contacts HMO
to correct file

│No
▼

Vent files are placed
in temporary
database ──▶ Files contain
errors? ──Yes──▶ 6900XXXX_VentReqError_MM
DDYY.csv

HMO corrects
error

Submission is not
accepted and
information is
included in report.

│No
▼

6900XXXX_VentReqAccept_M
MDDYY.csv

Status = P (Pending)

▼

Vent Request
Decision ──Deny──▶ 6900XXXX_YYYYMMDD_VENT_RE
QUEST_ACTIVITY_REPORT.csv

Status = D (Deny)

│Approve
▼

6900XXXX_YYYYMMDD_VENT_RE
QUEST_ACTIVITY_REPORT.csv

Status = A (Accepted)

▼

Finalized paid claims
found for Vent request,
member, and date span? ──No──▶ End

│Yes
▼

Encounter(s) paid
with encounter
based payment

▼

ENC_BASED_PAYMENT_6900XXX
X_YYYYMMDD.csv

New vent payment added

▼

End
```

## 3. Common Submission Issues

The listing below includes common errors that are considered critical and will result in a Vent job failure.

1. Vent Submission csv file content is missing leading zeros

    a. When saving an excel file as a pdf the leading zero is sometimes removed. This causes the Vent job to fail because the member field is not appropriately populated.

    b. This Microsoft document Keeping leading zeros and large numbers contains a few options to correct the issue. The Use a custom format to keep the leading zeros is typically used.
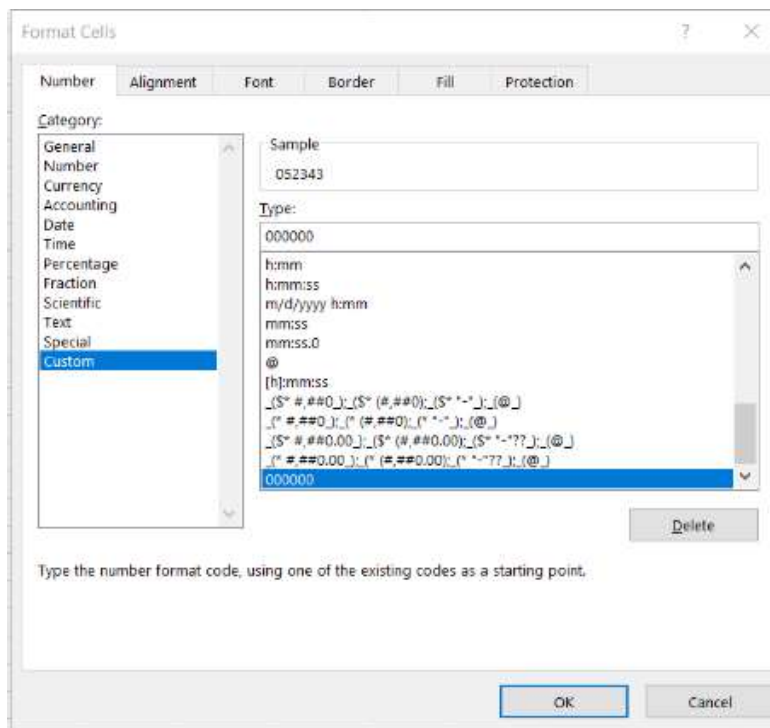


2. Vent Submission csv file content contains column headers

    a. Column headers should not be included in the Vent Submission csv file.

3. Vent Submission csv filename contains HMO ID instead of Trading Partner ID

    a. File naming convention is *ENCVENT.{**HMO Trading Partner ID**}.{Submission date CCYYMMDD}.{5 digit Sequence number}.csv.* An HMO ID will not be accepted.

4. Associated Medical Document pdf files are missing

    a.   The Medical document pdf filename must match the filename listed in the csv submission file, for a Vent request to be created in the MMIS.

5.   Vent Submission csv file content contains invalid HMO Note

    a.   The last field (HMO Note) of the csv file must contain a comma even if there is no text to include.

## 4. Submission Files

To obtain Vent encounter based payments, a valid Vent submission and associated medical document file must be posted via SFTP.
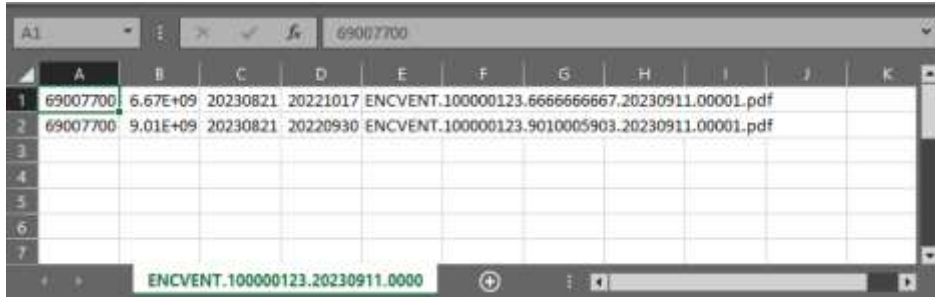
### 4.1 Vent Submission CSV File

The Vent Submission csv file generates the Vent requests in the Medicaid Management Information System (MMIS) using a weekly batch job that scans the SFTP for the HMO Vent submissions. The ventilator eligibility period will be calculated as the first day of the associated admission date's month and ends on the last day of the discharge date's month. See below for examples of a valid csv Vent submission file.

If the filename does not match the expected naming convention of *ENCVENT.{HMO Trading Partner ID}.{Submission date CCYYMMDD}.{5 digit Sequence number}.csv* and the content does not match the layout criteria, the files will not be picked up and processed.

| HMO Vent Request Submission File Layout | | |
|---|---|---|
| **Field** | **Description** | **Length** |
| HMO ID | Identification number of the HMO associated with the vent request | 8 |
| MEMBER ID | Identification number of the member associated with the vent request | 10 |
| ADMISSION DATE | Admission date associated with the encounter for the vent request <br> Expected format: YYYYMMDD | 8 |
| DISCHARGE DATE | Discharge date associated with the encounter for the vent request <br> Expected format: YYYYMMDD | 8 |
| MEDICAL DOCUMENTATION FILE | Medical documentation filename | 50 |
| HMO NOTE | HMO Note that was submitted with the vent request | 200 |

## Excel View



## Notepad ++ View

Another way to view the submission file to ensure there aren't any hidden formatting issues.

▭ : Medical Document filename in csv Vent submission
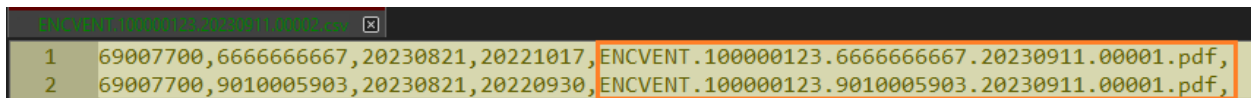


## 4.2 Medical Documentation File

The Medical Documentation pdf file is submitted with the Vent submission csv file via the SFTP. One file is required for each member from the Vent submission csv file. The Medical Documentation contains the associated information for a member's ventilator encounter necessary for a Nurse Consultant to approve or deny the submission.

▭ : Medical Document pdf filename must match filename in csv
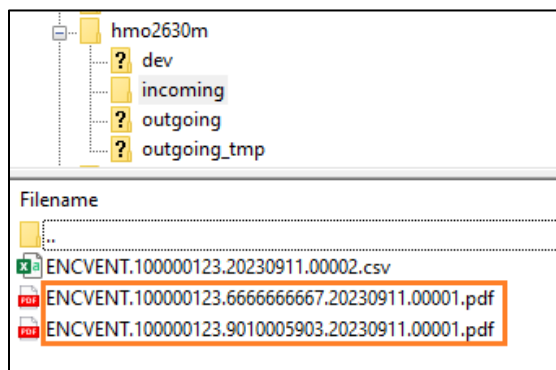
## Medical Documentation File Size

Medical documentation should be kept to a minimum to show the eligibility criteria is met using the items outlined in the [BadgerCare Plus and Medicaid SSI contract](#) (page 241 section H. Ventilator Dependent Members). No more than 300 pages is expected. However, in cases where the Medical Document requires more pages, the pdf can be saved with the Minimum Size option below. If the file is too large, there is a possibility that Gainwell will be unable to open the file and the vent submission will be denied.

File > Save As > PDF (*.pdf) > click the Minimum size (publishing online) radio button > Save
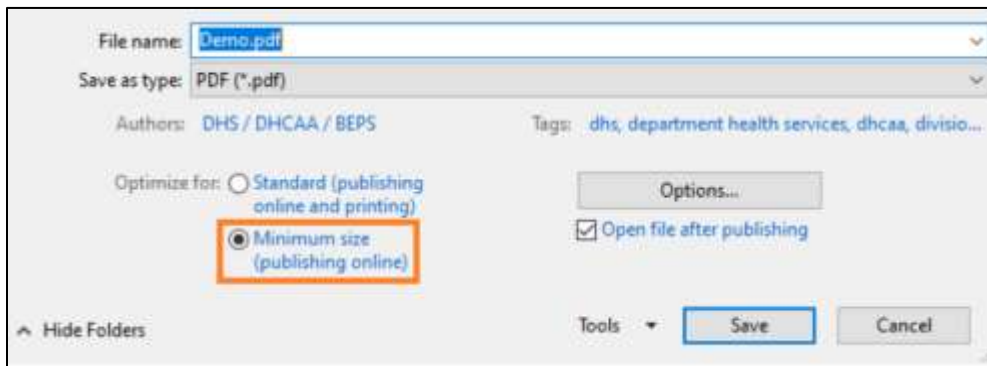


## 5. Vent Response Files

After vent submission(s) and medical document(s) are processed, an acceptance and/or error report will be sent to the appropriate HMO SFTP folder, along with a Vent Activity Report.

### 5.1 HMO Vent Encounter Submission Accepted Report

If no errors were found in a Vent submission, an acceptance report with naming convention *6900XXXX_VentReqAccept_MMDDYY.csv* will be sent to the specific HMO's SFTP folder containing the Vent encounter submissions that were created in the MMIS with a pending status and the creation date.

| HMO Vent Encounter Submission Accepted Report Layout | | |
|---|---|---|
| **Field** | **Description** | **Length** |
| SAK VENT REQUEST | Identification number for the ventilator encounter request in the MMIS | 9 |
| MEMBER ID | Identification number of the member associated with the vent request | 10 |
| HMO ID | Identification number of the HMO associated with the vent request | 8 |
| ADMISSION DATE | Admission date associated with the encounter for the vent request | 8 |
| DISCHARGE DATE | Discharge date associated with the encounter for the vent request | 8 |
| SUBMISSION DATE | Date the vent request was submitted | 8 |
| UPDATE DATE | Date of the most recent update to the vent request's status | 8 |

| | | |
|---|---|---|
| MEDICAL DOCUMENTATION FILE | Medical documentation filename | 50 |
| HMO NOTE | HMO Note that was submitted with the vent request | 200 |

## 5.2 HMO Vent Encounter Submission Error Report

If errors are found in the Vent submission, an error report with naming convention

*6900XXXX_VentReqError_MMDDYY.csv* will be sent to the specific HMO's SFTP folder containing all the

Vent encounter submissions that were not created in the MMIS and the associated error reason.

| HMO Vent Encounter Submission Error Report Layout | | |
|---|---|---|
| **Field** | **Description** | **Length** |
| MEMBER ID | Identification number of the member associated with the vent request | 10 |
| HMO ID | Identification number of the HMO associated with the vent request | 8 |
| ADMISSION DATE | Admission date associated with the encounter for the vent request | 8 |
| DISCHARGE DATE | Discharge date associated with the encounter for the vent request | 8 |
| SUBMISSION DATE | Date the vent request was submitted | 8 |
| MEDICAL DOCUMENTATION FILE | Medical documentation filename | 50 |
| HMO NOTE | HMO Note that was submitted with the vent request | 200 |
| ERROR MESSAGES TEXT | Error message text for each issue found with the vent request | 4000 |

## Error Report Examples

| Error Message | Description |
|---|---|
| Admission Date overlaps Admission and Discharge dates of another pending or approved vent reimbursement request. Discharge Date overlaps Admission and Discharge dates of another pending or approved vent reimbursement request. | A Vent request has been submitted with a member and date span that was included in a previously processed Vent request. If the date span includes any or all dates from the previously submitted Vent request, the error will post. |
| Member is not covered by HMO for Admission dates. | The member associated to the Vent request does not have coverage for the submitting HMO effective on or before the admission date. |
| Member ID is invalid / not on file. | The submitted member ID is not in the MMIS system. |
| Discharge Date is after Submission date. | The date the Vent request was submitted must be after the member was discharged. |
| PDF file was not found. | Medical document PDF filename included in CSV file but no matching PDF is found |
| PDF filename is not in CSV file. | Submitted Medical document PDF filename is not included in the CSV submission file. |

## 5.3 HMO Vent Encounter Request Activity Report

After a Vent request is generated in MMIS, a weekly report with naming convention

*6900XXXX_YYYYMMDD_VENT_REQUEST_ACTIVITY_REPORT.csv* will be sent to the specific HMO's SFTP

folder containing all pending, approved, and denied Vent requests that were created in MMIS in the

past week since the last report was generated.

| HMO Vent Encounter Request Activity Report Layout | | |
|---|---|---|
| **Field** | **Description** | **Length** |
| HMO ID | Identification number of the HMO associated with the vent request | 8 |
| MEMBER ID | Identification number of the member associated with the vent request | 10 |
| ADMISSION DATE | Admission date associated with the encounter for the vent request | 8 |
| DISCHARGE DATE | Discharge date associated with the encounter for the vent request | 8 |
| VENT ELIGIBILITY BEGIN DATE | Eligibility begin date of the ventilator period associated with the encounter for the vent request | 8 |
| VENT ELIGIBILITY END DATE | Eligibility end date of the ventilator period associated with the encounter for the vent request | 8 |
| PROCESSED DATE | Date the vent request was processed | 8 |
| STATUS | Indicator of the status of the vent request. "P" means pending a decision, "D" means denied, "A" means approved. | 1 |
| STATUS DATE | Date that the vent request's most recent status was set | 8 |
| DHS COMMENT | Note associated with the vent request from the user reviewing the request | 200 |