**29 December 2014**

**CHCS Enrollment Extract File Processing Spec**

(Version 1.00.00)

Future Specification

**Revision History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version** | **Date** | **Para/Tbl/Fig** | **Originator** | **Description of Change** |
| 1.00.00 | 12/29/2014 | * Whole Document | J. Hufford | * Initial version |

**CHCS Enrollment Extract File**

1. Background:

The purpose of this spec is identify the requirements for creating a data file to serve as one input into creating the monthly MDR Enrollment MEPRS Code processing, for the purpose of providing the MEPRS Enrollment Code of each beneficiary’s primary care manager (PCM). (The other input is the MDR DEERS LVM file.) While the DMIS ID of an enrollee’s PCM is already available in DEERS data, the Medical Expense and Performance Reporting System (MEPRS) Code to which the PCM is assigned is not: the PCM’s MEPRS code will be obtained through a merge to Composite Health Care System (CHCS) enrollment extracts. Enrollment MEPRS Code will be useful for identifying which beneficiaries are enrolled to Medical Homes. Among other things, the MDR Enrollment MEPRS Code file will be used to attach enrollment MEPRS Code to the DEERS Enrollment file on a monthly basis.

1. Source:

CHCS Enrollment feeds from each of the CHCS hosts. Each record reports an active beneficiary enrollment as of the first of the month.

1. Transmission (Format and Frequency):

CHCS Enrollment Feeds are currently being transmitted to the MDR once a month on the first of each month. The CHCS Enrollment MEPRS file will be processed monthly as the source files become available.

1. Organization and Batching

Output Products: The CHCS Enrollment MEPRS Code processor produces two SAS data sets. One is the monthly snapshot, after applying filters and deduping steps described below; the other is a cumulative FY file, to be use in the development of the MDR Enrollment MEPRS Code file. The preparation of the SAS file is described in subsequent sections of this document.

**Table 1: CHCS Enrollment MEPRS File Products**

|  |  |  |
| --- | --- | --- |
| **Enrollment MEPRS Code Processor** | **File Naming Convention** | **Member Name** |
| CHCS Enrollment MEPRS Code cumulative FY file | /mdr/pub/pcmh/fyXX/ | enr\_chcs.sas7bdat |

Archival of files is also required, so that corresponding “apub” and other files (i.e., log, aprod, etc) are also loaded into the MDR according to routine operating procedures.

1. Receiving Filters

Keep only those records where EDI\_PN, PCM DMIS ID, PCM MEPRS Code, PCM EDI\_PN, and Begin and End dates of Enrollment are populated, retaining the following fields:

* PCM\_EDI\_PN;
* PCM\_Assigned\_Start\_Date;
* PCM\_Projected\_End\_Date;
* PCM\_DMISID;
* MEPRS\_CODE; and
* PATUNIQ.

Furthermore, only keep records where PCM\_Assigned\_Start\_Date or PCM\_Projected\_End\_Date are within the FY of the given FY being processed. A given record may be in more than one FY’s files. For example, a record having PCM\_Assigned\_Start\_Date of 10 September 2014 and PCM\_Projected\_End\_Date of 09 September 2015 would be included in both the FY 2014 and FY 2015 files.

1. Update Process

When a new batch of CHCS Enrollment feeds arrives, read all of the records from each host into a single data set. If there is more than one record having the same combination of PATUNIQ, PCM\_EDI\_PN, PCM\_DMISID, and PCM\_Assigned\_Start\_ Date, the “deduplicate” this monthly file by keeping only the record with the lowest MEPRS\_Code (alphabetically). If there a multiple records having the same combination of PATUNIQ, PCM\_EDI\_PN, PCM\_DMISID, PCM\_Assigned\_Start\_Date, and MEPRS\_Code, then keep only the record with the earliest PCM\_Projected\_End\_Date. Save this file as the CHCS Enrollment MEPRS Code monthly SAS data set, using the formats reported in Table 2.

If the monthly file is for the first month of the FY, it is also the cumulative annual file. Otherwise, add these records to the cumulative annual file created from the previous month’s processing, creating a single dataset. If, after combining, there is more than one record for the same PATUNIQ, the same PCM\_EDI\_PN, the same PCM\_DMISID, and the same Enrollment Begin Date (BDATE), “deduplicate” the annual file by only keeping the record with the lowest MEPRS Code (alphabetically). If there is a tie for the lowest MEPRS Code, keep the record with the earliest Enrollment End Date (EDATE)). The resulting file becomes the new cumulative annual file for the current FY.

1. Field Transformations

The Begin and End Dates of Enrollment are stored as DD\_MON\_YYYY in the CHCS Enrollment feed: store as SAS dates in the CHCS Enrollment MEPRS Code SAS data sets.

1. Record Layout and Content

Table 2 describes the content of the CHCS Enrollment MEPRS Code SAS data set.

**Table 2: CHCS Enrollment MEPRS Code SAS Data Set Structure and Business Rules, for both Monthly and Cumulative Annual Files.**

| **Data Element** | **SAS Name** | **Format** | **Business Rule** |
| --- | --- | --- | --- |
| Begin Date of Enrollment | BDATE | 8. | Derived from PCM\_Assigned\_Start\_Date on CHCS feed, stored as SAS date format. |
| End Date of Enrollment | EDATE | 8. | Derived from PCM\_Projected\_End\_Date on CHCS feed, stored as SAS date format. |
| Enrollment MEPRS Code | MEPRS\_CODE | $4. | No transformation from CHCS feed. |
| Unique Person ID (EDI\_PN) | PATUNIQ | $10. | No transformation from CHCS feed. |
| Enrollment DMIS ID | PCM\_DMISID | $4. | No transformation from CHCS feed. |
| PCM EDI\_PN | PCM\_EDI\_PN | $10. | No transformation from CHCS feed. |
| Fiscal Year | FY | $4. | The fiscal year of the file. |
| Fiscal Month | FM | $2. | The fiscal month of the file. |

1. Refresh Frequency

* The CHCS Enrollment MEPRS Code file is updated monthly for the current fiscal year and for the previous fiscal year if six or fewer months have elapsed since it ended.
* The CHCS Enrollment MEPRS Code file for fiscal years more than six months past are updated semi-annually, in October and April, if any additional CHCS Enrollment records or updates from that period have been captured.

1. Quality Review Requirements

In order to ensure processing is done correctly, several basic quality review requirements are presented in this section.

1. Basic Data Flow Process Check: A spreadsheet should be maintained that tracks record counts associated with each data step used in processing. Record counts from the raw monthly feeds should be recorded and checked. Significant variations in CHCS data should be noted and explored.
2. PROC CONTENTS should be reviewed and compared against specifications to ensure conformance.
3. Frequency tabulations should be compared from cycle to cycle (for the most recent month being processed) for the following variables: PCM\_DMISID MEPRS\_CODE.
4. Data Marts

The CHCS Enrollment MEPRS Code file is available on the MDR only.

1. Special Outputs

N/A