



Centers for Medicare & Medicaid Services

HEDIS®

2019 Patient-Level Data File Submission Instructions (2018 Measurement Year)

Version 1.2

12/28/2018

Document Number: HEDIS_PLD-078-2019-PLD-DATA-SUB-INSTR-v1.2

Contract Number: HHSM-500-2016-00057C

Table of Contents

1. General Information	1
1.1 Introduction	1
1.2 Why CMS Collects Patient-Level Data	1
1.3 Updates to HEDIS 2019 Technical Specifications.....	1
1.4 Plan All-Cause Readmissions (PCR) Measure File	1
2. Submission Instructions	2
2.1 Patient-Level Data Submission Process Overview	2
2.1.1 Tier 1	2
2.1.2 Tier 2	2
2.2 Accessing the HEDIS Web Portal	4
2.3 HEDIS Web-Portal User Management	4
2.4 Checking the Status of Submitted Patient-Level Data Files	5
2.5 Accessing Project Documentation.....	5
2.6 Getting Help	5
2.7 Submitting Patient-Level Data Files	6
2.8 Submitting Test Data Files	7
2.9 Submitting Production Data Files	7
2.10 File Naming Conventions	7
2.10.1 GENTRAN/MFT INTERNET SERVER FILES	7
2.10.2 CONNECT:DIRECT	8
2.11 Validation of Patient-Level Data Files	9
2.12 File Validation Rules	9
2.13 The Error Report Log	10
Appendix A: Record of Changes	12
Appendix B: Approvals	13

List of Figures

Figure 1: Sample Email to Communicate Success	3
Figure 2: Sample Email to Communicate Failure	3
Figure 3: Sample Error Report for File 1 of 2	10
Figure 4: Sample Error Report for File 2 of 2	11

List of Tables

Table 1: Gentran/MFT Internet Server File Name Key for File 1	7
Table 2: Gentran/MFT Internet File Name Key for File 2.....	8
Table 3: Connect:Direct File Name Key for File 1	9
Table 4: Connect:Direct File Name Key for File 2	9
Table 5: Most Common Errors	11
Table 6: Record of Changes	12

1. General Information

1.1 Introduction

This document provides Medicare Advantage Organizations (MAOs) with instructions for the annual submission of Healthcare Effectiveness Data and Information Set (HEDIS^{®1}) patient-level quality of care measures to the Centers for Medicare & Medicaid Services (CMS).

CMS requires MAOs to report HEDIS 2019 data for measurement year 2018 and to provide the patient-level data (PLD) used to calculate the summary data for each submission. The PLD files should be submitted between **8:00 AM ET on May 28, 2019 and no later than 11:59 PM ET on June 17, 2019** to meet CMS requirements.

This document provides instructions for reporting the two PLD files that are required to be submitted. The format and validation rules for the fixed width text files submitted with the patient-level results are given in the following two documents:

1. 2019 HEDIS Patient-Level Data File Specifications File 1 of 2.
2. 2019 HEDIS Patient-Level Data File Specifications File 2 of 2.

The PLD files must be submitted by you or your third-party vendor following the instructions in the section titled “Submitting Patient-Level Data Files.”

1.2 Why CMS Collects Patient-Level Data

The PLD, with patient-level identifiers (Health Insurance Claim Number (HICN) or Medicare Beneficiary Identifier (MBI)) for the numerator and denominator of each measure, allows CMS to match HEDIS data to other PLD from CMS enrollment systems. This data source has become increasingly important in recent years as CMS uses these data to examine the impact of socio-economic status (SES) and disability status on the HEDIS measures. The PLD with HICNs are necessary for determining the Categorical Adjustment Index (CAI) values for the Part C Star Ratings. The PLD with the HICNs are also used in analyses to assess whether certain groups (e.g., ethnic, racial, gender, geographic) receive fewer or more services than others.

1.3 Updates to HEDIS 2019 Technical Specifications

Review the HEDIS 2019 Technical Specifications (Volume 2) closely when performing measure calculations. Updates to the HEDIS 2019 specifications can be purchased from the NCQA store at URL: <http://store.ncqa.org/index.php/performance-measurement.html>.

1.4 Plan All-Cause Readmissions (PCR) Measure File

For the HEDIS 2019 Data Collection Period, the Plan All-Cause Readmissions (PCR) measure will be collected as a separate file and should be submitted in the same manner as File 1. File naming conventions and a file detail record for the PCR measure file will be made available in a

¹ HEDIS[®] is a registered trademark of the National Committee for Quality Assurance (NCQA)

separate file specification document known as "2019 HEDIS Patient-Level File Specification File 2 of 2 (2018 Measurement Year)."

2. Submission Instructions

2.1 Patient-Level Data Submission Process Overview

Contracts need to create PLD files conforming to the specifications in this document and upload files to CMS via CMS's Enterprise File Transfer (EFT) infrastructure using an existing Gentran, MFT Internet or Connect:Direct account. It is imperative that each organization confirm their ability to use the CMS EFT infrastructure prior to attempting an upload. Alternately, Contracts may use a third-party vendor for data file submissions. In either case, Gentran, MFT Internet, or Connect:Direct is the approved method for PLD file submissions.

All files submitted are subjected to a two-tiered validation process. Tier 1 consists of validating the PLD file naming convention. Tier 2 consists of a character-level validation of the contents of the PLD file.

2.1.1 Tier 1

The CMS EFT validation system will verify that the file is named in accordance with the Gentran, MFT Internet, or Connect:Direct file naming conventions. Files that fail this initial check will not get processed at CMS nor sent to Scope Infotech for data file validation processing. In those instances, the CMS EFT validation system will notify you via a failure email confirming that your file was NOT processed. If an email of this nature is received, you will need to correct any naming convention errors and resubmit the file. All files that pass the Tier 1 verification confirming the correct naming convention will receive a success email.

2.1.2 Tier 2

Files that conform to the file naming convention will be further checked to ensure that they are in the correct format and file layout. Processes are run to ensure that the files conform to the validation rules described in this document.

When a patient-level file passes the Tier 2 validation requirements, two things happen:

1. The HEDIS Web-Portal will be automatically updated with the status of the process file as "pass". Refer to the section titled "Accessing the HEDIS Web-Portal" for more information on the HEDIS Web-Portal.
2. The system will automatically send the following email to the Patient-Level Data File Point-of-Contact (PLD POC) and/or their designee.

Figure 1: Sample Email to Communicate Success

From: no-reply_HEDIS@scopeinfotechinc.com
 [mailto:no-reply_HEDIS@scopeinfotechinc.com]
 Sent: Thursday, June 6, 2019 4:13 PM
 To: MA Contract POC
 Subject: HEDIS Submission P.HEDIS.Hxxxx.D543219.T2365487 Successful

Congratulations! Your 2019 HEDIS Patient-Level Data (PLD) submission on Thursday, June 06, 2019 for file P.HEDIS.Hxxxx.D543219.T2365487 was successfully processed by the Scope Infotech Team, without error. No further action is needed on your part regarding the aforementioned file.

NOTE: To confirm your file has successfully reached Scope Infotech for processing, the above referenced successful email communication must be received from the no-reply_HEDIS@scopeinfotechinc.com email address. Notification of successful submissions received from other email addresses are not indicative of successful file submissions to Scope Infotech. If you did not receive an email communication within 2 business days of submitting your PLD files, check your spam inbox and verify that your company's firewall is not rejecting emails from no-reply_HEDIS@scopeinfotechinc.com.

When a patient-level file fails the Tier 2 validation requirements, two things happen:

1. The HEDIS Web-Portal will be automatically updated with the status of the process file as "failed". Refer to the section titled "Accessing the HEDIS Web-Portal" for more information on the HEDIS Web-Portal.
2. The system will automatically send the following error email to the Contract's PLD POC and/or their designee. The system will automatically send an error report to the PLD POC and/or the designee. A error report will be attached in the error email. The error report provides detailed information so that you can quickly and easily identify the specific areas in the file that failed validation processing. All errors must be resolved for Scope Infotech to successfully process the file; therefore, the file may be resubmitted as often as necessary until all errors have been resolved. Each resubmission should contain all the data records of the PLD file you are resubmitting. For instructions on how to read error reports accurately, refer to the section titled "The Error Report Log."

Figure 2: Sample Email to Communicate Failure

From: no-reply_HEDIS@scopeinfotechinc.com
 Sent: Thursday, June 6, 2019 11:07 AM
 To: MA Contract POC
 Subject: HEDIS Submission P.HEDIS.Hxxxx.D456789.T7654321 Error

On Thursday, June 6, 2019, Scope Infotech Team processed file P.HEDIS.Hxxxx.D456789.T7654321 for your 2019 HEDIS Patient-Level Data (PLD) submission and discovered one or more errors. Attached is a detailed error report describing the discrepancies. Please correct these errors and resubmit your data file. If you have any questions, please feel free to contact us via email or phone at ma_patient_data@scopeinfotechinc.com or 1-877-996-1333.

2.2 Accessing the HEDIS Web Portal

All Contract participants have access to the HEDIS Web-Portal home page; however, only authorized users can log in using this link <https://mapld.scopeinfotechinc.com>. The HEDIS Web-Portal is intended for MA Contracts and CMS personnel. It is not necessarily intended for use by MA Contract Third-Party Vendors or HEDIS Auditors, although the information available on the home page is accessible to them. From the home page, all Contract participants can:

- Download project documentation
- View frequently asked questions (FAQs)
- Request a forgotten password
- Log in to the HEDIS Web-Portal

Login accounts are created by Scope Infotech and provided to each organization's HEDIS PLD POC. The HEDIS PLD POC is the primary person responsible for the submission of an organization's PLD files to CMS. Historically, this person has been the organization's Quality Contact, as identified in the CMS HPMS system. This information will be furnished to Scope Infotech by CMS and Scope Infotech will use this identifier to send initial instructions. This contact can be updated later.

For the very first time HEDIS PLD POCs will have to reset their password before they can view their submissions. During the Test Submission period, visit

<https://val.mapld.scopeinfotechinc.com/Account/ForgotPassword/> to reset your password.

During the Production submission period, visit

<https://mapld.scopeinfotechinc.com/Account/ForgotPassword/> to reset your password. The web page will prompt you for your email address. Once you enter your email address and click the "Continue" button, the system will generate a link to reset your password which will be sent to you at your email address. Open the password reset email and click on the link to reset your password. Once the password is reset, you should be able to log in using your email address and new password. Please note that, for security reasons, the reset password link you receive is valid only for 24 hours. For additional support, you may contact the Technical Support Desk at:

Email: ma_patient_data@scopeinfotechinc.com

Phone: 877-996-1333

Hours of Operation:

Test Submission Period:

- To be determined by CMS.

Production Submission Period:

- May 28, 2019 – June 14, 2019: M-F 8:00 AM to 6:30 PM ET
- June 17, 2019: 8:00 AM to 11:59 PM ET

2.3 HEDIS Web-Portal User Management

Contracts will use the HEDIS Web-Portal to manage their users and contact information. The POCs can add alternate points of contact and designate levels of access. POCs are asked to verify their contact information at the beginning of the submission period. Incorrect contact information can result in the POCs not receiving pertinent information regarding their PLD files. The HEDIS PLD POC can:

- Grant HEDIS Web-Portal access to specific individuals (i.e., create and manage login accounts).
- Assign individuals to specific CMS contract numbers for viewing the file processing status and receiving file processing status emails or error log information for those contracts.
- Assign/un-assign a backup HEDIS PLD POC, which allows that individual to act as the primary HEDIS PLD POC.

Detailed instructions for the above functionality will be available on the HEDIS Web-Portal before the start of the submission period.

CMS and Scope Infotech strongly recommend that the HEDIS PLD POC set up at least one additional user with access to the HEDIS Web-Portal. If the person assigned as the HEDIS PLD POC changes during the submission cycle it is the MA organization's responsibility to contact Scope Infotech immediately. Contact information is provided in section 2.2.

2.4 Checking the Status of Submitted Patient-Level Data Files

To obtain the status of PLD files processed by Scope Infotech, check the "pass/fail" status on the HEDIS Web-Portal at URL <https://mapld.scopeinfotechinc.com>. You must have a valid user ID and password to access the site. When logged in, the system will automatically display the status of your data files.

After a file is submitted to CMS, note that it may take up to two business days for Scope Infotech to receive the data file from CMS, process the file, and post the "pass/fail" results to the HEDIS Web-Portal. Therefore, DO NOT contact the help desk during that two-day period regarding data file status. You may, however, check the status of your file at any time by logging into the HEDIS Web-Portal. If the file is marked as not received, this does not mean that the submission failed, it simply indicates the file has not yet been processed.

2.5 Accessing Project Documentation

Copies of the "2019 Patient-Level Data File Specifications" and this document can be obtained:

1. By accessing the HEDIS-Web-Portal at <https://mapld.scopeinfotechinc.com>. Links to project documentation are available by clicking on the 'Documents' tab; you are not required to log in to access this documentation.
2. On the CMS.gov website under the "Downloads" section:
<https://www.cms.gov/Research-Statistics-Data-and-Systems/Statistics-Trends-and-Reports/MCRAdvPartDENrolData/index.html>.

2.6 Getting Help

If you are experiencing difficulties accessing the CMS Health Plan Management System (HPMS), submit requests and questions to: hpms_access@cms.hhs.gov.

To sign up for Gentran, MFT Internet, or Connect:Direct or if you are experiencing difficulties accessing these systems, contact the Customer Support for Medicare Modernization (CSMM) (MMA Help Desk):

Phone: 1-800-927-8069

Email: mmahelp@cms.hhs.gov

Hours of Operation: M-F 6:00 AM to 9:00 PM ET

If you are experiencing difficulties accessing the HEDIS Web-Portal, need assistance troubleshooting problems with your data file, or have other problems of a technical nature, contact the Patient-Level Technical Support Desk/Help Desk at:

Phone: 1-877-996-1333

Email: ma_patient_data@scopeinfotechinc.com

Hours of Operation:

Test Submission Period:

- To be determined by CMS.

Production Submission Period:

- May 28, 2019 – June 14, 2019: M-F 8:00 AM to 6:30 PM ET
- June 17, 2019: 8:00 AM to 11:59 PM ET

2.7 Submitting Patient-Level Data Files

MA Contacts should upload their PLD files (**between 8:00 AM ET on May 28, 2019 and no later than 11:59 PM ET June 17, 2019**) to CMS via the current connectivity configuration method used to transmit enrollment and Part D 4Rx data. Currently this includes CMS's Enterprise File Transfer (EFT) infrastructure, Gentran, MFT Internet, Connect:Direct, or through an authorized Third-Party Vendor.

On rare occasions, MA Contracts may submit PLD files by mail on DVD/CD-ROM following these procedures:

1. Contact the Patient-Level Technical Support Desk/Help Desk to obtain authorization to submit PLD files via DVD/CD-ROM. DO NOT send in files on DVD/CD-ROM without explicit authorization. Patient-Level Technical Support Help Desk Contact Information:
 Phone: 1-877-996-1333
 Email: ma_patient_data@scopeinfotechinc.com
 Internet: <https://mapld.scopeinfotechinc.com>
 Hours of Operation:
 Production Submission Period:
 - May 28, 2019 – June 14, 2019: M-F 8:00 AM to 6:30 PM ET
 - June 17, 2019: 8:00 AM to 11:59 PM ET
2. When written authorization is received via email, encrypt the files on DVD/CD-ROM using the following encrypting software: WINZIP
3. Mail the encrypted and strongly password-protected zipped files directly to Scope Infotech at the following address:
 Scope Infotech Inc.
 ATTN: HEDIS Support Team
 10420 Little Patuxent Pkwy #550
 Columbia, MD 21044
4. Send encryption key and password to ma_patient_data@scopeinfotechinc.com in a separate email communication.

Files submitted on DVD/CD-ROM must still be named in accordance with the Gentran, MFT Internet or Connect:Direct file naming convention described in section "File Naming Conventions". Files incorrectly named will not be processed.

Files sent directly to Scope Infotech on DVD/CD-ROM are copied to a secure file server for data file validation processing. The DVD/CD-ROM media will not be returned and will be destroyed

after use. Scope Infotech maintains a verifiable audit trail log that tracks DVD/CD-ROM status from receipt through destruction.

2.8 Submitting Test Data Files

Contracts or their third-party vendors may submit test data files to CMS via Gentran, MFT Internet or Connect:Direct for validation processing by Scope Infotech. This testing verifies your Gentran, MFT Internet or Connect:Direct connection and finds programming or logic errors before the official (production) submission period. Therefore, Contracts DO NOT have to submit a complete data set during the test period. The schedule for the test submission period is yet to be determined by CMS.

Files submitted during the testing period will be processed exactly as they will be during the production period. Refer to the “Patient-Level Data Submission Process Overview” section for more information on how files are processed (and what happens when a file fails validation). The URL for the test submission period is different than the URL for the production submission URL.

HEDIS PLD Web Portal URL for Test Submission:

<https://val.mapld.scopeinfotechinc.com/>

Files must conform to the CMS naming conventions to be processed. Refer to section titled “File Naming Conventions” for more information on this topic, the method for naming test data files. Test data files not named in accordance to these instructions will not be processed.

2.9 Submitting Production Data Files

The production submission period starts May 28, 2019 at 8:00 AM ET and ends June 17, 2019 at 11:59 PM ET. Files submitted during the production period will be processed as described in section Patient-Level Data Submission Process Overview. No files will be accepted or processed by Scope Infotech after this time.

HEDIS PLD Web Portal URL for Production Submission:

<https://mapld.scopeinfotechinc.com/>

2.10 File Naming Conventions

Name the file per the following CMS policies and procedures noted below.

Note: File name variables are shown in lowercase, italic letters (e.g. “*guid*”); all other file name components should be coded exactly as shown below.

2.10.1 GENTRAN/MFT INTERNET SERVER FILES

2.10.1.1 Gentran/MFT Internet Server File Name for File 1

guid.NONE.HEDIS.Y.ccccc.FUTURE.s

Applies to File 1 only.

Table 1: Gentran/MFT Internet Server File Name Key for File 1

File Name Component	Key
<i>guid</i> .	EIDM User ID (7 Characters) OR System ID

NONE.HEDIS.Y.	Should be coded exactly as shown
cccc.	The Contract Number
FUTURE.	Should be coded exactly as shown
s	Enter a "P" or "T", where "P" is for production submission and "T" is for test submission

Actual Submission Name Example for File 1 using EIDM User ID:

UHCDDMV.NONE.HEDIS.Y.Hxxxx.FUTURE.P

Test Submission Name Example for File 1 using EIDM User ID:

UHCDDMV.NONE.HEDIS.Y.Hxxxx.FUTURE.T

Actual Submission Name Example for File 1 using System ID:

AAAAAAA.NONE.HEDIS.Y.Hxxxx.FUTURE.P

NOTE: "AAAAAAA" = System ID

Test Submission Name Example for File 1 using System ID:

AAAAAAA.NONE.HEDIS.Y.Hxxxx.FUTURE.T

NOTE: "AAAAAAA" = System ID

2.10.1.2 Gentran/MFT INTERNET File Name for File 2

guid.NONE.HEDIS.Y.ccccc.PCR.s

Applies to File 2 only.

Table 2: Gentran/MFT Internet File Name Key for File 2

File Name Component	Key
<i>guid</i> .	EIDM User ID (7 Characters) OR System ID
NONE.HEDIS.Y.	Should be coded exactly as shown
cccc.	The contract number
PCR.	Should be coded exactly as shown
S	Enter a "P" or "T", where "P" is for actual and "T" is for test submissions

Actual Submission Name Example for File 2 using EIDM User ID:

UHCDDMV.NONE.HEDIS.Y.Hxxxx.PCR.P

Test Submission Name Example for File 2 using EIDM User ID:

UHCDDMV.NONE.HEDIS.Y.Hxxxx.PCR.T

Actual Submission Name Example for File 2 using System ID:

AAAAAAA.NONE.HEDIS.Y.Hxxxx.PCR.P

NOTE: "AAAAAAA" = System ID

Actual Submission Name Example for File 2 using System ID:

AAAAAAA.NONE.HEDIS.Y.Hxxxx.PCR.T

NOTE: "AAAAAAA" = System ID

2.10.2 CONNECT:DIRECT

2.10.2.1 Connect:Direct File Name for File 1:

s#EFT.ON.HEDIS.ccccc.DYYMMDD.THHMSST

Applies to File 1 only

Table 3: Connect:Direct File Name Key for File 1

File Name Component	Key
s	Enter a "P" or "T", where "P" is for actual and "T" is for test submissions
#EFT.ON.HEDIS.	Should be coded exactly as shown
cccc.	The contract number
DYYMMDD.THHMSST	Should be coded exactly as shown

Actual Submission Name Example for File 1:

P#EFT.ON.HEDIS.Hxxxx.DYYMMDD.THHMSST

2.10.2.2 Connect:Direct File Name for File 2:

s#EFT.ON.HEDIS.ccccc.PCR.DYYMMDD.THHMSST

Applies to File 2 only

Table 4: Connect:Direct File Name Key for File 2

File Name Component	Key
S	Enter a "P" or "T", where "P" is for actual submissions and "T" is for test submissions
#EFT.ON.HEDIS.	Should be coded exactly as shown
cccc.	The contract number
PCR.DYYMMDD.THHMSST	Should be coded exactly as shown

Actual Submission Name Example for File 2:

P#EFT.ON.HEDIS.Hxxxx.PCR.DYYMMDD.THHMSST

Test Submission Name Example:

T#EFT.ON.HEDIS.Hxxxx.PCR.DYYMMDD.THHMSST

2.11 Validation of Patient-Level Data Files

Scope Infotech uses an automated tool to perform validation checks on all test and production PLD files received. This check ensures that the structure and contents of a data file follow the specifications in the "2019 Patient-Level Data File Specifications" documents. Data files that do not comply with the data specification will be rejected automatically with a "Fail" email and error log sent to the designated HEDIS PLD POC or designee. Refer to the section titled "The Error Report Log" for information on the types of validations performed and the details of the error log.

Scope Infotech will coordinate with the HEDIS PLD POC or designee to resolve data file validation problems and errors. MA Contracts may have to submit their data files multiple times to resolve all validation errors. For questions regarding data file validation errors, MA Contracts may contact the HEDIS Technical Support Desk/Help Desk. Refer to section 2.6 for the HEDIS Technical Support Desk/Help Desk contact information.

2.12 File Validation Rules

Each record in the data set will be validated with these validation rules:

- Each row in the HEDIS 2019 Patient-Level Data File 1 of 2 will be validated to ensure that it matches the specifications noted in the 2019 HEDIS Patient-Level Data File Specifications File 1 of 2.
- Each row in the HEDIS 2019 PCR Patient-Level Data File 2 of 2 will be validated to ensure that it matches the specifications noted in the 2019 HEDIS Patient-Level Data File Specifications File 2 of 2.

- Numeric values (e.g., member months, denominators, and numerators) must be right-justified and blank filled to the left of the value.
- Text fields (e.g., “Organization Name” in the Header record and “HIC Number” or “MBI” in the Detail records) must be left-justified and blank filled to the right of the value.
- Contract number in the file name and the corresponding Submission ID will be validated against NCQA extract.
- MA Contracts are expected to submit HEDIS PLD Files using their MA Submission IDs and not PBP Submission IDs.
- Only contracts allowed to submit File 2 as per the NCQA extract will be processed.
- The system will reject mismatch contracts number in the file name and the header of the file. If the contract number in the filename does not match the contract number in the Header record, this file will not be processed and subsequently rejected.
- MA Contracts are only to include either HICN or MBI for every contract member enrolled at any point during the 2018 measurement year.

2.13 The Error Report Log

If a submitted data file fails the validation checks, an error email message is sent to the HEDIS PLD POC and their designees. That email will have an error report log attached.

Improvement were made to the Error Report to include Line Numbers. The Line Number field in the Error Report provides all the line numbers associated with each record where the error was discovered during file processing. The Line Number field will show the line number of the first record and the line number of the last record separated by a hyphen (-) when the line numbers are consecutive in nature.

Figure 3: Sample Error Report for File 1 of 2

```
File: P.HEDIS.HXXXX.D180603.T1500057
Submitted On: 06/03/2019
Total Errors: 3
Field:      HIC_NUMBER (HIC Number)
Count:      24
Line Number(s): 2-11,13,15,17,19,21-30
Columns:     1 -12
Error Description: must be a valid HICN or MBI. For more specification details for HICN and MBI, please refer to the File
Specifications document.

Field:      STATE (State)
Count:      24
Line Number(s): 2-11,13,15,17,19,21-30
Columns:     74 -75
Error Description: must be a valid postal code

Field:      GENDER (Gender)
Count:      24
Line Number(s): 2-11,13,15,17,19,21-30
Columns:     81 -81
Error Description: can only be one of the following: m/M, f/F, or o/O
```

Figure 4: Sample Error Report for File 2 of 2

File: P.HEDIS.H0000.PCR.D180603.T1500057	
Submitted On: 6/03/2019	
Total Errors: 3	
Field:	HIC_NUMBER (HIC Number)
Count:	24
Line Number(s):	2-10,12,14,16-17,19,21-30
Columns:	1 -12
Error Description: must be a valid HICN or MBI. For more specification details for HICN and MBI, please refer to the File Specifications document.	
Field:	STATE (State)
Count:	24
Line Number(s):	2-10,12,14,16-17,19,21-30
Columns:	74 -75
Error Description: must be a valid postal code	
Field:	GENDER (Gender)
Count:	24
Line Number(s):	2-10,12,14,16-17,19,21-30
Columns:	81 -81
Error Description: can only be one of the following: m/M, f/F, or o/O	

Table 5: Most Common Errors

Error Message/Type	Root Cause	Resolution
"Row data does not contain correct number of bytes."	The row size went beyond the specified limit listed in the data specification.	Blank spaces beyond the specified limit must be removed. Do not add blank spaces between rows.
"The contract number in the file name does not match the contract number in the header"	The contract number in the file name is different from the contract number in the header of the file.	Verify that the contract numbers are the same on the file name as the header row within the file.
"SNP Enrollee Type"	Values received are outside of the range specified in the data specifications document.	Enter a: <ul style="list-style-type: none"> • "0" if this member is NOT enrolled in an SNP plan benefit package. • "1" if this member is enrolled in a DUAL ELIGIBLE SNP benefit package. • "2" if this member is enrolled in an INSTITUTIONAL SNP benefit package • "3" if this member is enrolled in a CHRONIC CONDITION SNP benefit package.

Appendix A: Record of Changes

Table 6: Record of Changes

Version #	Date	Author/Owner	Description of Change
0.1	12/01/2018	Scope Infotech, Inc.	Initial Draft.
1.0	12/05/2018	Scope Infotech, Inc.	Peer/QA Reviewd and Baselined.
1.1	12/14/2018	Scope Infotech, Inc.	Addressed NCQA comments.
1.2	12/28/2018	Scope Infotech, Inc.	Updates made to remove test submission schedule for 2019 submission.

Appendix B: Approvals

The undersigned acknowledge that they have reviewed this document and agree with the information presented within this document. Changes to this document will be coordinated with, and approved by, the undersigned, or their designated representatives.

Signature:	/Signed/	Date: 12/28/2018
Print Name:	Lori Teichman	
Title:	CMS Contracting Officer Representative (COR)	
Role:	CMS Approver	

Signature:	/Signed/	Date: 12/28/2018
Print Name:	Mary Braman	
Title:	NCQA Assistant Vice President	
Role:	NCQA Approver	

Signature:	/Signed/	Date: 12/28/2018
Print Name:	Prathiba Manoharan	
Title:	Project Director	
Role:	Scope Infotech Approver	