

2010 PERM Claim Detail Submission Checklist For the State

Checklist for the state for returning 2010 PERM details to Livanta:

Steps	Description	Reference
1. Review Data Package received from Livanta.	Contact Livanta if you have any questions.	Pam Applegate papplegate@livanta.com 301-957-2319
2. Work with Livanta to set up an orientation conference call. This orientation does not occur each time you receive a sampler file—only at the beginning of the PERM cycle.	The purpose of the call is to go over the 2010 claim detail layouts, data idiosyncrasies, and answer any questions. Livanta will be contacting you to schedule the call.	Crystal Hampton champton@livanta.com 240-568-9434 x223
3. For Fee for Service (FFS) requests, create a file for the details for each sampled unit contained in the Sampler file(s) in this sampler package.	Extract all requested fields for the header and all lines for the complete claim associated with each sampled unit in the Sampler file. Don't forget to assign the PERM_ID based on the sampler file!	Requested fields and suggested layouts are defined in the attached Standardized 2010 PERM Data Layouts.
4. Update the data dictionary to indicate the reason any requested fields cannot be provided. Indicate any fields not requested that you are providing.	For example, performing provider data is not provided because it is not contained in your system; or level of care is crucial to your LTC processing and is therefore included in your extract in a user field.	Standardized 2010 PERM Data Layouts
5. Send claim details to Livanta.	Data can be submitted via: <ul style="list-style-type: none"> Secure FTP (Livanta will provide instructions) CD (Send to Livanta via FedEx or UPS or some type of trackable mail. Note the password for the file in the PERM Data transmission sheet). 	2010 PERM Claim Detail Data Submission Instructions. Livanta prefers that data be submitted in SAS datasets, tab-delimited text files, or an Excel spreadsheet. Our process uses SAS.
6. Complete PERM Data Transmission Sheet	Fill in requested items and email to Livanta.	Transmission sheet is in 2010 PERM Data Request Package Info & Forms. Email to Pam Applegate at and Crystal Hampton at FY10PERMSC@livanta.com.

Mail CD with files to:

Pam Applegate
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