

DATA PROCESSING (DP) PENDING P1 LIST



PERM RC FAST FACTS

DP PENDING P_I PROCESS

During the Review Contractor (RC) DP review, the DP reviewer may need additional information from the state to complete the review. If the DP reviewer determines that additional information is required, the reviewer first attempts to obtain the information from the state through discussion, check-in meeting, or email correspondence. If the state is unable to readily produce the information, the DP reviewer places the review on the DP Pending P1 list signifying that the review is pending additional information. The DP Pending P1 list provides details on the information needed to complete the review.

When the reviewer places items on the DP Pending P1 list, the State Medicaid Error Rate Finding (SMERF) web-based application sends a “Pending Information Notification” PERM alert email to the state’s designated primary and secondary DP contacts. The state has fourteen calendar days to provide a response with the additional information. If no response is received, SMERF will send “*Data Processing Pending P1 Reviews Aging*” PERM alert emails to state’s primary and secondary DP contacts on Wednesday of each week as the items on the DP Pending P1 list age.

When the RC receives a response to the DP Pending P1 list, the DP reviewer determines whether the documentation is sufficient. The PERM ID remains on the DP Pending P1 list while the RC reviews the state’s response. Within 48 hours after receiving documents from the state, the RC updates P1 comments for the PERM ID to indicate the document receipt date and that the RC is reviewing the response. Please see [Figure 2](#) on the next page which shows the location of the Comments field.

If the documentation is sufficient, the DP reviewer completes the review. If the response is not sufficient, the DP reviewer updates the DP Pending P1 comment to identify what information is still needed from the state. The due date for the DP Pending P1 item remains unchanged. The RC will remove the review from the DP Pending P1 list and cite errors when the required information is not received by the specified date. DP reviewers also cite errors when the state advises the requested documentation is not available.

VIEWING THE DP PENDING P_I REPORT IN SMERF

The state should review the DP Pending P1 list frequently. To view the DP Pending P1 report in SMERF, the user will click **Reports** on the SMERF main menu, then select **State**, and then select **DP Pending P1** from the dropdown menus that appear. See Figure 1 on the next page.

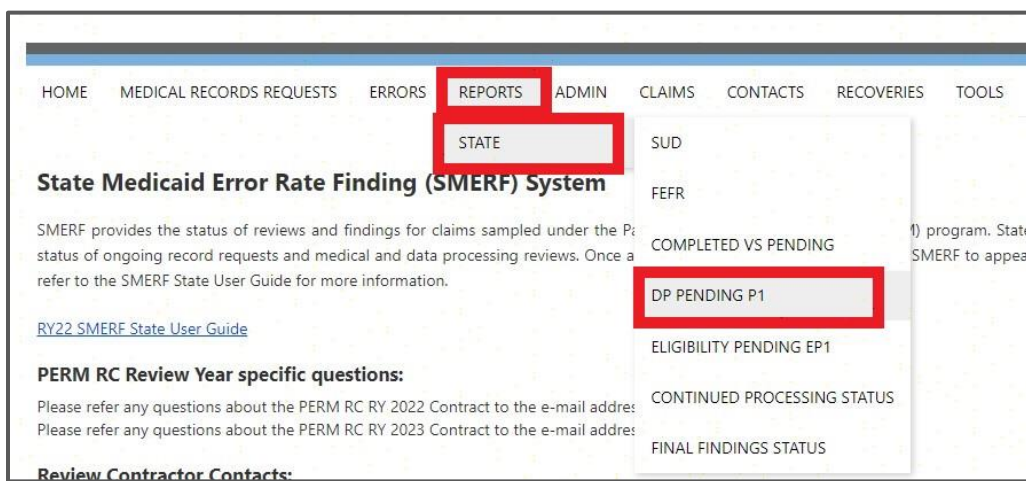


Figure 1: SMERF Menu

The DP Pending P1 report displays. Use the dropdown menu under **Year** to select the current review year and click **Find**. As shown in the example in Figure 2 below, the DP Pending P1 report includes the following information: PERM ID, State Claim ID, Sample Level, Claim Category, Program (PRGM), Source, Reviewer, DOS From, DOS To, Source Location, and Documents Status. The Qualifier and Comments fields provide details about the information needed. The Due Date, Pending Days, and Reviewed Date also display. See Figure 2 below.

| State - Massachusetts | | | | | | | | | | | |
|---|----------------|------------|----------|-----------|--------|----------------------------|----------|-------------------|-----------------|------------------|-------------------------|
| PERM ID | STATE CLAIM ID | SAMP LEVEL | CLM CAT. | PRGM | SOURCE | REVIEWER | DOS FROM | DOS TO | SOURCE LOCATION | DOCUMENTS STATUS | DOCUMENTS REVIEWED DATE |
| MAC2301F163 | | L | 06 | CHIP | MMIS | | | | MMIS | No Docs Received | |
| BILLING PROVIDER: | | | | | | BILLING PROVIDER NUMBER: | | | | | |
| SERVICE PROVIDER: | | | | | | SERVICE PROVIDER: | | | | | |
| REFERRING PROVIDER: | | | | | | REFERRING PROVIDER NUMBER: | | | | | |
| QUALIFIER | | COMMENTS | | DUE DATE | | PENDING DAYS | | LAST UPDATED DATE | | | |
| Data Eligibility Extract Needed | | Test | | 7/29/2022 | | 60-89 | | 7/13/2022 | | | |
| State of Massachusetts has 1 claim with 1 issue | | | | | | | | | | | |

Figure 2: Example of DP Pending P1 List

The user can export the report to Excel by clicking the **Export to Excel** button located directly above the report. A screen will pop up that allows the user to select the fields to include in the report. Once the user selects the fields and submits the information, a tab or pop-up message will appear at the bottom of the screen allowing the user to **Open**, **Save**, or **Cancel** the export.

SUBMITTING RESPONSES FOR DP PENDING P1 ITEMS

When submitting information, clearly indicate the PERM ID and include the phrase “DP P1” on each document submission. While the RC accepts documents in many formats, Microsoft Word and Adobe PDF formats are preferable. The state may submit documentation in response to items on the DP Pending P1list via fax to 804-515-4220 or secure file transfer via Kiteworks to PERMRC_DOCS@empower.ai. Refer to the Fast Facts flyer *RC Secure File Transfer via Kiteworks* for information on using and requesting access to Kiteworks.