
Oregon Health Authority Payment Arrangement File

August 2, 2024

Presented by
OHA All Payer All Claims Program and
Human Services Research Institute



Agenda

- Purpose and use of the data
 - Who uses it
 - How it's used
- Content of contract level file (Appendix 1)
 - Overview of file layout and grouping instructions
- Control file (Appendix 2)
 - Verification details: total rows, months, and payments
- Additional resources
- Submission process – HSRI presentation

Purpose and use of the data - Who

- The data is used by two agencies
 - Oregon Health Authority
 - All Payer All Claims
 - (HSD) Medicaid CCO Operations
 - Department of Consumer and Business Services (DCBS)
- Several groups are interested in the information such as
 - the Oregon Value-based Payment Compact group and
 - the Primary Care Payment Reform Collaborative

Purpose and use of the data - How

- Primary care spending report
- Value-based payments report
- Prominent carriers report
- Planning by the Oregon Value-based Payments Compact and Primary Care Payment Reform Collaborative
- CCO compliance with contract on value-based payments and primary care spending

Content – File Format options

- Traditional flat file (comma delimited)

File format

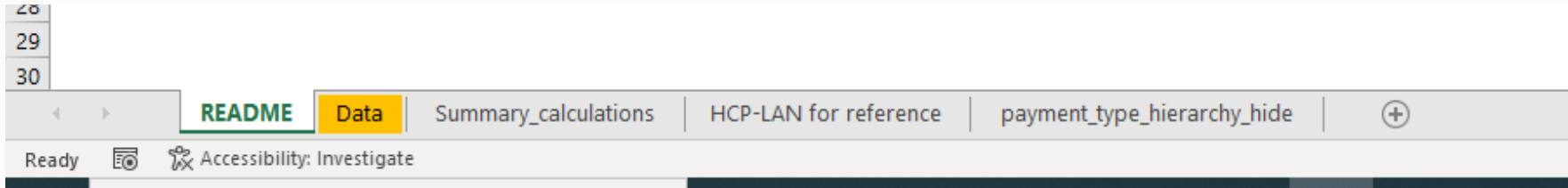
- Excel file
 - Appendix 1 (contract and payment method level)
 - Appendix 2 (control file)
- **Control file required either way**

Content – Field Requirements (Appendix 1)

- Follow the file layout
 - Contract ID PRAPM003; field used to group different payment methods and amounts paid within one contract
 - Totals reported by contract, line of business and payment methodology

Note under PRAPM103 - If there is more than one payment type with a single Contract ID, then separately report each payment type. Note: All Payment Models are mutually exclusive with respect to payments and payments to the same Contract ID will be summed up to capture the total payments to that contract.

Contents of Excel Appendix 1



ReadMe

Payment Arrangement File for optional Excel data template with summary calculations

Version 20234.1

Please send questions and comments to APAC.Admin@odhsoha.oregon.gov

Enter report data year:

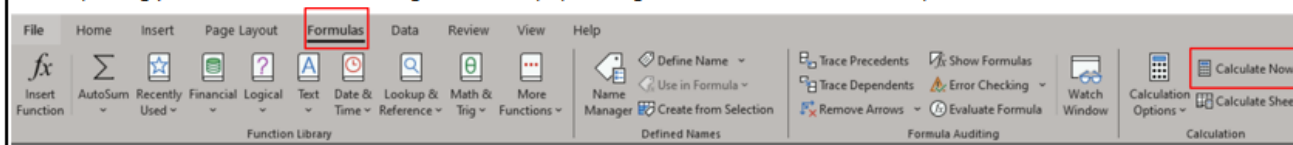
2023

The OHA team has developed this Excel data template, as requested by the Payment Arrangement File Workgroup (2019), with summary calculations.

Enter your data on the "Data" tab.

The "Summary_calculations" tab will show summary statistics.

If after pasting your data, columns P through AC do not populate, go to the Formula tab at the top of Excel and click "Calculate Now"



Link to APAC Appendices, version 2023.1

<https://www.oregon.gov/oha/HPA/ANALYTICS/APAC%20Page%20Docs/409-025-0125-App-1-2.pdf>

Data

	A	B	C	D	E	F	G	H
1	PRAPM003 Contract ID	PRAPM018 Billing Provider or Org NPI	PRAPM004 Billing Provider or Org Tax ID	PRAPM008 Billing Provider Last Name or Org	PRAPM006 Billing Provider First Name	PRAPM101 Billing Provider or Org Entity Type	PRAPM102 Line of Business	PRAPM103 Payment Model
2								
3								
4								
5								

	I	J	K	L	M	N	O	P
	PRAPM104 Perf. Period Start Date	PRAPM105 Perf. Period End Date	PRAPM106 Member Months	PRAPM107 Total Primary Care Claims Payments	PRAPM108 Total Primary Care Non- Claims Payments	PRAPM109 Total Claims Payments	PRAPM110 Total Non- Claims Payments	PRAPM201 Hospital indicator

Content – Field Requirements A and V

- Payment model PRAPM103 **requires A and V once each** for each distinct line of business (as reported in PRAPM102 Line of Business) When PRAPM103 = A or V, PRAPM106 Member Months **CANNOT** be blank.

New validation rule looks for these values

- **Use commercial line of business as an example (PRAPM102 = COMM)**
 - PRAPM103 = A
 - PRAPM106: **Total of unique member months** in COMM line of business **PRAPM106 must not be blank when PRAMP103 = A.**
 - PRAPM103 = V
 - PRAPM106: **Total of unique member months for alternative arrangements (2Ai, 4A, 4B, 4C, 4N)** in COMM line of business **PRAPM106 must not be blank when PRAMP103 = V.**

If there is NO member months for alternative arrangements, please report **PRAPM106 = 0.**

Content – Validate before submitting

- Look to right side of Data sheet to see information row by row
- Use the third tab in Appendix 1 Summary_calculations to verify data reported before submitting files
- This sheet pulls data from 'Data' tab and shows you how we will interpret the information
 - Calculation/formulas are in the cells to show totals by
 - Line of business
 - Payment category and line of business
 - Entity type
 - Primary care summary
- **Payers should not be surprised by the summary of the data submitted to APAC when it is accessible in the reporting form**

Right side of Data

	Q	R	S	T	U	V	W
<i>Start Date converted</i>		<i>End Date converted</i>				<i>PRAPM106 Member Months (only for those with entries)</i>	<i>abs value PRAPM107 Total Primary Care Claims Payments</i>
	#VALUE!	#VALUE!			#VALUE!	#VALUE!	
	#VALUE!	#VALUE!			#VALUE!	#VALUE!	

X	Y	Z	AA	AB	AC	AD
<i>Prorated & abs value PRAPM108 Total Primary Care Non-Claims Payments</i>	<i>Prorated & abs value PRAPM109 Total Claims Payments</i>	<i>Prorated & abs value PRAPM110 Total Non-Claims Payments</i>	<i>Mapping to most advanced LAN category - step 1</i>	<i>Mapping to most advanced LAN category - step 2</i>	<i>Most advanced LAN category</i>	<i>flag for unique contract</i>
			-	0	1	0
			-	0	1	0

Summary_calculations

1 Summary calculations using data from the Data_layout_example tab:

2

3 Notes about calculations:

4 "Raw dollars" means the dollar amount as reflected in the data_layout tab without any proration for

5 "Prorated" means calculating the dollar amount to fit within the reporting year (calendar year). For
6 is within the reporting year.

7 "Absolute value" means any negative payments (recoupments) are treated as positive dollar amount

8

9

10 Total raw dollars, not absolute value:

11	Commercial:	\$0	
12	Medicare Advantage:	\$0	MADV
13	CCO:	\$0	CCO
14	PEBB:	\$0	PEBB
15	OEBB:	\$0	OEBB

16

17

18 Count of unique Contract ID (PRAPM003)

19		0
----	--	---

20

21

Total prorated dollars, absolute value:

Commercial:	\$0
Medicare Advantage:	\$0
CCO:	\$0
PEBB:	\$0
OEBB:	\$0



Summary_calculations continued

Summary tables by

- line of business and payment methodology
- Line of business and entity type
- Primary care and line of business

Payment Arrangement Summary for Commercial

Category 1	\$0
------------	-----

Category 3N	\$0
Category 4N	\$0
Category 1A	\$0
Category 2Aii	\$0
Category 2Ai	\$0
Category 2B	\$0
Category 2C	\$0
Category 3A	\$0
Category 3B	\$0
Category 4A	\$0
Category 4B	\$0
Category 4C	\$0
Total prorated, absolute value	\$0

Entity Type Summary Table

Sum of prorated, absolute value payment

Entity Type for Commercial	
1 - Person	\$0
2 - Facility	\$0
3 - Professional Group	\$0
4 - Retail Site	\$0
5 - E-site	\$0
6 - Financial Parent	\$0
7 - Transportation	\$0
8 - Other	\$0

Primary Care Summary Table

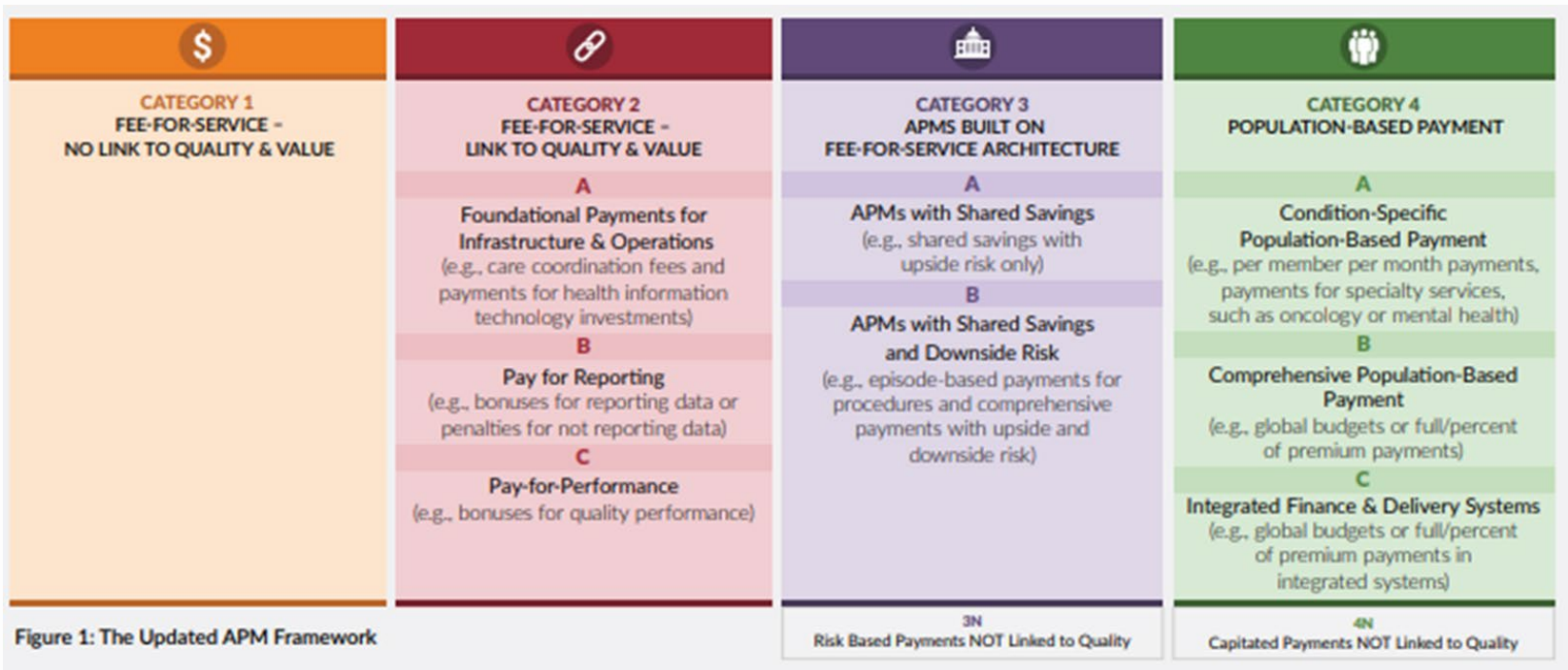
Sum of prorated, absolute value payment

Primary care for Commercial	
Total Primary Care Claims Payments	\$0
Total Primary Care Non-claims Payments	\$0
Total Claims Payments	\$0
Total Non-Claims Payments	\$0

Percent of Primary Care #DIV/0!

Other information in excel file template – HCP-LAN for reference

- HCP-LAN category descriptions for reference



Other information in excel file template – Payment_type_hierarchy_hide

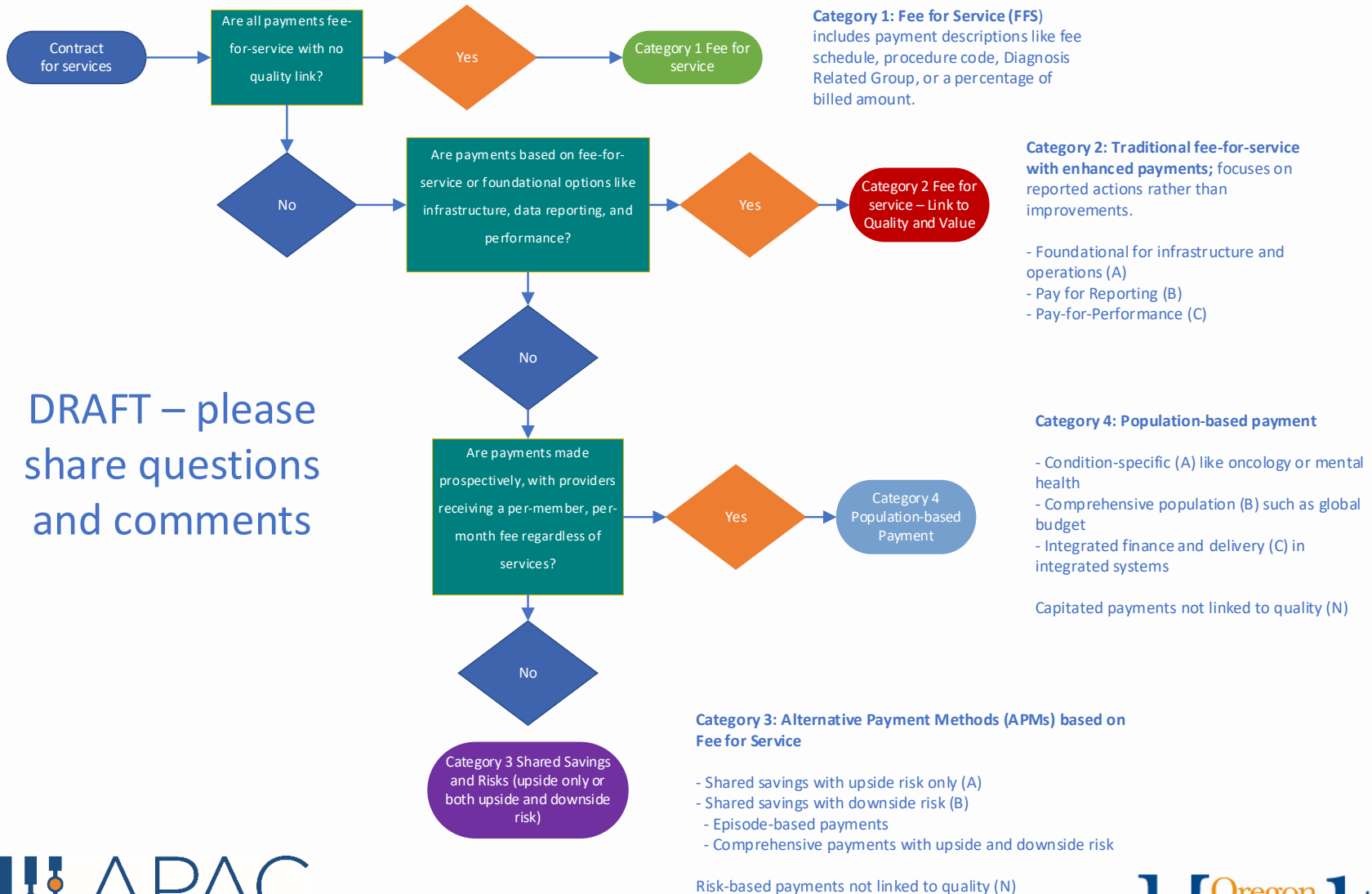
- Payment type hierarchy shows hierarchy to credit total contract amount to 'highest' category

	A	B	C
1	Category	Hierarchy lowest to highest	
2	-		1
3	3N		2
4	4N		3
5	1A		4
6	2Aii		5
7	2Ai		6
8	2B		7
9	2C		8
10	3A		9
11	3B		10
12	4A		11
13	4B		12
14	4C		13
15			

Control file (Appendix 2)

- Control files are used to confirm that HSRI received the data you intended to include
- Total rows, total months, total payments by line of business
 - Maximum rows should be five as all rows, regardless of contract id, billing provider, entity type, etc.
 - Unique information provided in the control file is **what was sent in Appendix 1**
 - Not what was paid
 - Not how many members an insurer has
 - Follow instructions on what to total and report that information in the control file

Decision tree - draft



DRAFT – please share questions and comments

Additional resources

- Data submitter web page
<https://www.oregon.gov/oha/HPA/ANALYTICS/Pages/APAC-Data-Submissions.aspx>
- PAF Office hour to call in and ask questions
August 7 10:05 – 10:55 AM Pacific
Join the meeting now
 - Meeting ID: 279 029 277 859
 - Passcode: 4X2QSaDial in by phone
 - [+1 971-277-2343,,763018330#](tel:+19712772343,,763018330#) United States, Portland
 - [Find a local number](#)
- 1:1 discussion as needed; email us to schedule or ask any questions
APAC.Admin@odhsoha.Oregon.gov

APAC Data Submission and Quality Portal

Payment Arrangement File Training
August 2, 2024



Agenda



Payment Arrangement File Requirements
Administrative Rule & Selection Criteria

5 minutes



Overview of System
Process Steps & Technology Requirements

10 minutes



Transition Timeline
Upcoming Milestones

5 minutes



Overview of Payer Testing
Testing Goals & Steps

10 minutes



Support & Questions
APAC Help Desk

5 minutes

PAYMENT ARRANGEMENT FILE REQUIREMENTS



Appendices 1 and 2

- APAC Mandatory reporter/Data submitter page:
<https://www.oregon.gov/oha/HPA/ANALYTICS/Pages/APAC-Data-Submissions.aspx>
- Appendices 1 and 2 available on the Data Submitters webpage should be used during testing and submission in September.



Selection Criteria

- The payment arrangement files are due by September 30, 2024, and should include data paid for January – December 2023.
- Selection criteria is situs of contract or for individual policies, residence of subscriber. This is different than claims' file selection criteria.
- Frequently asked questions revised in 2023 are still applicable, as is Technical Assistance for CCOs (2020).

OVERVIEW OF SYSTEM



Process Step Overview

Step 1: Portal User Registration

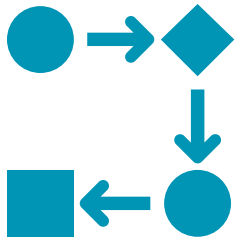
Step 2: Data Preparation: File naming, Compression & Encryption

Step 3: Submission of Prepared Files via SFTP

Step 4: File Load and Data Intake Validation

Step 5: Resolution of Data Intake Validation Issues


Step 6: Passing Files Move to APAC Data Warehouse for Further Processing and Quality Assurance Steps



Step 1: Portal User Registration

- There are several system roles that users can be assigned to.
- User Roles:
 - **Administrator:** This role has access to all aspects of the portal. Administrators review and manage the registration of users and will receive communications about all submissions for their company.
 - **Data Submitter:** This role can view detailed validation and quality assessment results for all submissions and will receive communications about claims (Appendices A – G) submissions for their company.
 - **PAF Submitter:** This role can view detailed validation and quality assessment results for all submissions and will receive communications about PAF (Appendices 1 & 2) submissions for their company.
 - **None:** Not having any role assigned means that the user has more limited and generally read-only access the various functionality of the portal.
- Every submitter **MUST have an Administrator user** who can grant permissions for other system roles.





Step 2: Data Preparation: File naming, Compression & Encryption

- Data will be submitted based on the Administrative Rule for Appendices 1 & 2.
- Files must be named according to the standard naming conventions detailed in the Appendices.
- To reduce file transmission times, files must be encrypted and compressed before submission.

Step 2: Data Preparation: File naming, Compression & Encryption



- Compression and encryption can be accomplished by several industry standard tools, such as WinZip or 7-Zip, many of which may already be in use at your workplace. Same requirements apply for excel files.
- Each file should be added to a separate zip archive.
- Each archive **MUST** be encrypted using 256-bit AES encryption using the submitter's unique encryption password provided in the APAC Data Submission and Quality Portal.
- If your organization requires the use of GPG or PGP encryption, please reach out to the Help Desk for assistance (APACHelp@hsri.org)

Step 3: Submission of Prepared Files via SFTP

- Data file submission will be done via SFTP transfer.
- The SFTP transfer server is hosted by NORC at the University of Chicago.

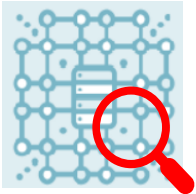
Step 3: Submission of Prepared Files via SFTP

- Connection Information for the SFTP Server:
 - Server Name: transfer.norc.org
 - User: the account name issued via secure download (ongoing data submitters will use existing SFTP account)
 - Password: the SFTP password issued via secure download (ongoing data submitters will use existing SFTP account)
 - Directory: [root]/incoming
 - Claims_Prod
 - Claims_Test
 - **PAF_Prod**
 - **PAF_Test**
- Submissions may use automated or manual processes.
- An automated confirmation email will be sent to Submitters once a file has been successfully transferred via SFTP.

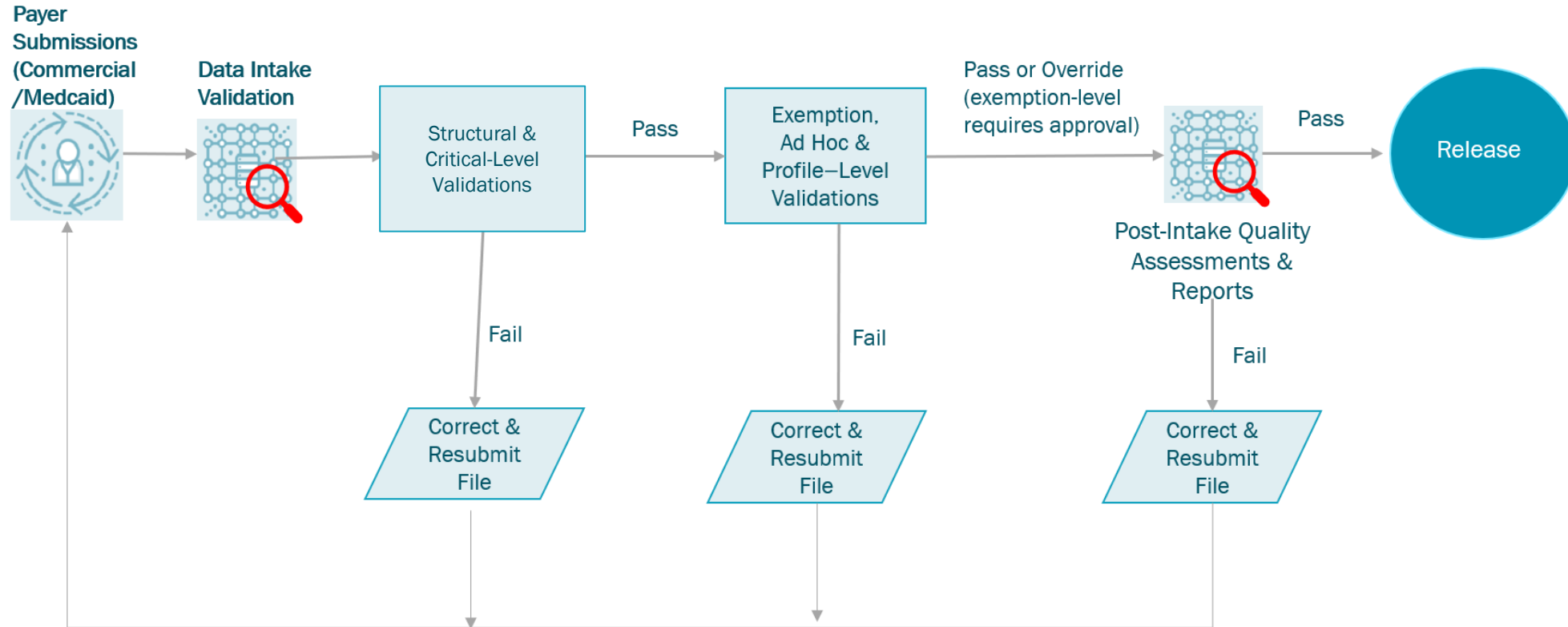


Step 4: File Load and Data Intake Validation

- All data submitted to the portal are evaluated using a set of data intake validations before they can proceed for further quality assurance checks. All data files submitted are evaluated in a sequence of validations:
 - File name, file structure and field formats
 - Quality assurance checks including totals for each row
 - Comparison to previous year
- The process may produce a set of validation issues that must be resolved in the portal.
- Exemptions are required for validation issue that cannot be improved and should be requested and managed directly within the portal.



Step 4: File Load and Data Intake Validation



Step 5: Resolution of Data Intake Validation Issues

Validation Rule Types. The system includes the following four levels of front-end, automated validation rules. A full list of validation rules is always available in the portal. The majority of rules are Exemption-level.

- **Structural-Level**

- File fails to meet the required format or layout.
- Cannot be overridden and must be fixed through a resubmission.

- **Critical-Level**

- Issues with critical fields.
- Cannot be overridden and must be fixed through a resubmission.

- **Exemption-Level**


- Issues are associated with required fields.
- Can be overridden with explanation and OHA review and approval. Override applies to the approved time period.

- **Profile-Level**

- Issues are associated with optional fields that may vary by business.
- Can be overridden with explanation. No approval required. Override applies for the rest of the calendar year.

Step 5: Resolution of Data Intake Validation Issues

- Validation Email Notification
 - Once a file has been submitted, processed and validated (within 24 hours but typically less than 1 hour), the submitter will be notified via email as to the file status:
 - Validation Passed with no issues
 - Validation Failed with the number of issues found
- The user will then log in to the portal to view details of their validation results.



Step 6: Passing Files Move to APAC Data Warehouse for Further Processing and Quality Assurance Steps

- All files need to have a status of “Validation Passed” by the submission deadline.
- Passing files will move into the APAC Data Warehouse for processing and further quality assurance assessments.

Technology Requirements

- Please ask your company to approve the portal email address (portal@apac.norc.org) and the APAC Help Desk email address (APAChelp@hsri.org) to ensure they are not caught in spam filters.
- WinZip, 7-Zip or another similar tool for file compression and encryption.

TIMELINE



Timeline: Upcoming Milestones

Activity	Start	Finish
Data Submitter Testing in Test Portal	Tue 7/23/24	Mon 8/26/24
Production Portal Go Live	Thu 8/29/24	Fri 8/30/24
2023 PAF Data Submissions Begin	Mon 9/2/24	Mon 9/2/24
2023 PAF Data Submissions Due	Thu 9/30/24	Thu 9/30/24

OVERVIEW OF PAYER TESTING



Testing Goals

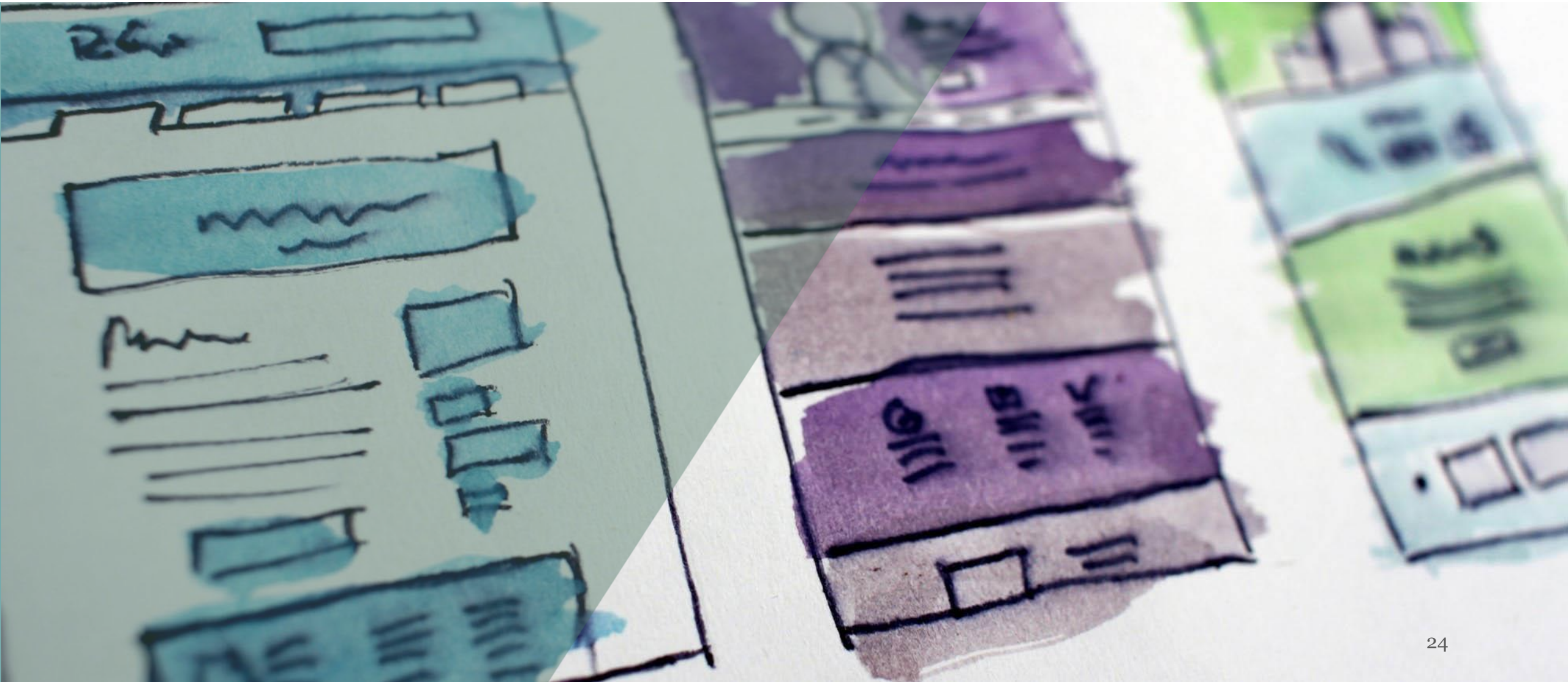


- Transmit properly formatted, named, encrypted, and compressed files via SFTP. You can submit files with 2023 data.
 - Test files should include at least three rows of data.
- Review data intake validation results
 - Resolve Structural and Critical validation issues
 - Review Exemption validation issues and their resolution options

Overview of Testing Steps

- 1. Portal Login:** Login to the test APAC Data Submission and Quality Portal.
- 2. Encryption Key Retrieval:** Go to the Summary menu in the APAC Data Submission and Quality Portal to retrieve your encryption key if not using PGP encryption.
- 3. Prepare Files:** Prepare files according to Appendices 1 & 2, including new file naming conventions.
- 4. Compression and Encryption of File(s):** Compress and encrypt (256-bit AES) your data files using an industry standard tool such as WinZip or 7-Zip. The encryption key you accessed in step 2 should be used as the encryption password. If using PGP encryption, encrypt your data files using public key provided by the APAC Help Desk.
- 5. Transfer of Compressed and Encrypted File(s) via SFTP:** Transfer the compressed and encrypted files via the SFTP server transfer.norc.org.
- 6. Submission Notification and Review of Validation Issues:** After receiving notification email, login and review validation issues. If needed, resubmit files and repeat steps. See the User Manual for instructions on how to name resubmitted files.

SUPPORT AND QUESTIONS



Testing Questions and Roadblocks



- Contact the APAC Help Desk to:
 - Provide feedback on any major issues or blockers that you find either in the portal, submission process, or your own systems that could potentially delay submission for yourself or others.
 - Ask a technical question regarding the submission process that the User Manual or FAQs did not answer.
 - Ask questions about the status of your test files.

Contact Information

APAC Help Desk

Available business days from 8:00 am - 5:00 pm PT

APAChelp@hsri.org

866-451-5876 (Toll-Free)

Web contact form within the portal

APAC Admin

Available to answer non-technical questions, including extensions to submission dates

apac.admin@odhsoha.oregon.gov



Questions?

