

Medicaid Analytics Performance Portal Health Home Tracking System: Plan of Care Files Version 5

File Specifications Document

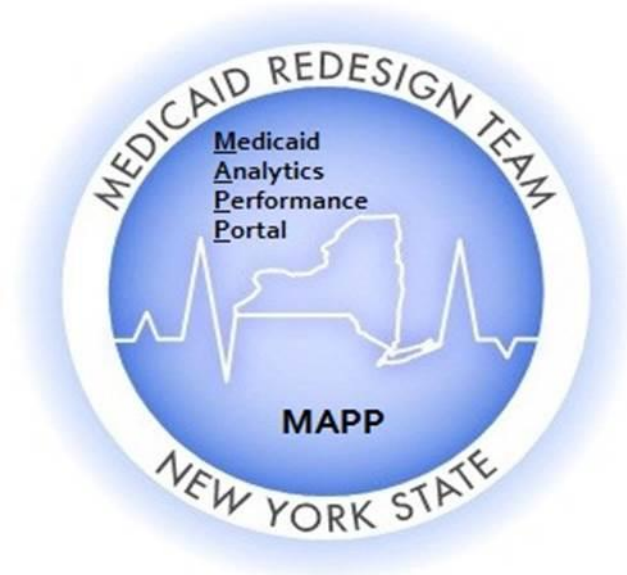


Table of Contents

Plan of Care Files Overview.....	3
Proposed Implementation	3
Use and Learn: <i>Jan - June 2023 (March Release 4.2)</i>	3
Begin Implementation: <i>July - Oct 2023 (Summer Release 4.3)</i>	4
Finalize Implementation: <i>Nov – Dec (Fall Release 4.4)</i>	5
File Specifications.....	5
Plan of Care Upload File.....	5
<i>File Logic</i>	6
Plan of Care Download File.....	7

Plan of Care Files Overview

Health Homes will be required to submit to the MAPP HHTS a complete Plan of Care (POC) for actively enrolled members using the [Plan of Care Upload](#) file specifications listed below. Health Homes will be required to submit the initial plan of care, the annual plan of care update, and any significant plan of care changes that require the member, or parent/guardian/legally authorized representative, to sign the updated plan of care. There **will not** be an associated screen within the tracking system to submit plan of care information. This requirement will be phased in throughout 2023.

HH, CMA, MCP, and DOH users will be able to access submitted plans of care using either the [Plan of Care Download](#) file consisting of the plans of care for the downloading provider's members or the [Plan of Care PDF](#), which will contain a single member's complete Plan of Care in PDF format. These documents will contain the information submitted by Health Homes on the [Plan of Care Upload](#) file in addition to other member information housed within the tracking system, such as member segment information, the member's MCO affiliation, HCBS and CANS assessment information from the UAS, and HCBS frequency/scope/duration information from the referral processed being built in IRAMS.

Additionally, by the end of 2023, members must have a POC uploaded into the system to support continued billing as required by DOH Health Home plan of care requirements.

Proposed Implementation

Requiring Plans of Care for actively enrolled members in the system will be implemented in phases throughout 2023 to give providers time to update their systems to accommodate this requirement, in addition to incorporating opportunities to update the Plan of Care files as needed based on lessons learned. The tentative MAPP HHTS release schedule for 2023 is release 4.2 in March, release 4.3 in July, and release 4.4 in November. Listed below is the proposed implementation schedule for requiring plans of care to be submitted to the MAPP HHTS in 2023:

Proposed Timeline

- Use and Learn Jan - June 2023 (March Release 4.2)
 - HHs: Manually Populate Files
 - HH Community: Submit File Suggestions/Policy Questions
 - HHs & MCOs: Interact with 4.2 System Changes
- Begin Implementation July - Oct 2023 (Summer Release 4.3)
- Finalize Implementation Nov – Dec (Fall Release 4.4)

Use and Learn: Jan - June 2023 (March Release 4.2)

The first 6 months of 2023 will focus on fine tuning the POC file specs, POC system logic, and interacting with POC files within the MAPP HHTS. In 2022, version 5 of the POC File Specifications was shared with the Health Home community. This is the file format that will be implemented in March 4.2 system release and the version described within this document.

Below are the POC system enhancements that will be included in the March 25, 2023 MAPP HHTS release 4.2. The file enhancements described below are discussed in more detail in the [Plan of Care Upload File](#) and the [Plan of Care Download File](#) sections of this document.

- 1) MAPP HHTS [Plan of Care Upload](#) file (.txt, .csv), [Plan of Care Download](#) file (.txt, .csv, .zip), [Plan of Care Error](#) (.txt, .csv), and [POC Summary PDF](#) download available in the MAPP HHTS for MCP/HH/CMAs.
- 2) Health Homes will continue to submit initial POC date on the [Consent and Member Program Upload](#) file after segment creation per existing requirements.
- 3) **Required POC Submission by Health Homes (this only applies to lead HHs, not Health Home CMAs):**
 - a) Health Homes are required to submit at least 1 [Plan of Care Upload](#) file immediately upon release 4.2 implementation (3/25/23) and **NO LATER THAN 3/30**. On 3/31, HH liaisons will reach out to HHs that have not submitted a POC Upload file. Start creating your file **NOW**.
 - b) The submitted POC file must contain at least one member from each of the following member populations, if applicable to the specific Health Home program. One member record can satisfy the requirement for multiple populations (e.g. one record can represent an MCP member, an adult member, and an adult member receiving HCBS services).
 - i) At least one record for each MCP the HH has a relationship with
 - ii) Adult
 - iii) Child
 - iv) HH+ (OMH eligibility)
 - v) HH+ (AIDS/HIV eligibility)
 - vi) Children’s HCBS
 - vii) Adult HCBS
 - viii) Adult Home
- 4) **Required POC Download by Mainstream Managed Care Plans:**
 - a) MCOs can start downloading the [Plan of Care Download](#) file & a [Plan of Care Summary PDF](#) on 3/31 (or earlier if they know POC for their members have been uploaded) and **must** download a POC file & POC PDF **by 4/3 – 4/5**.
 - b) MCO files will be blank until HHs complete uploading POC files to the system for the MCPs members. By 3/30, HHs should have at least one plan of care submitted for each MCP they have a relationship with. Reach out **NOW** to the HHs you work with if you’d like them to notify you when they’ve completed their POC submission.
- 5) To assist in tracking the submission requirements above, the [Provider Summary PDF](#) will be updated to include a count and percentage of active members with a POC submitted to the system.

Begin Implementation: July - Oct 2023 (Summer Release 4.3)

The final Plan of Care file specifications for the summer release should be shared with the Health Home community around mid to late April 2023. Below are the proposed system updates that will occur in the summer release:

- POC Upload, Download, and PDF files will be updated based on “lessons learned” since Release 4.2 (**provider feedback Feb – April 7**)
- MAPP HHTS will exchange children’s HCBS information with IRAMS, which will be included on the POC Download file and the POC PDF.
- All newly enrolled members must have a complete POC uploaded to the tracking system using the POC Upload file. For segments with a segment start date on or after 8/1/23, billing support will look to POC Upload file instead of Consent Upload file for the POC to support billing (per appropriate window defined by DOH policy).
- **By Oct. 31, 2023**, all HHs must submit a complete POC using the POC Upload file for at least 50% of all actively enrolled members.

Finalize Implementation: Nov – Dec (Fall Release 4.4)

Below are the proposed system updates that will occur in the summer release:

- Update POC files based on provider feedback (**submitted by 8/4/23**)
- Billing logic will be updated (per appropriate window defined by DOH policy regarding initial/updated POC) to require POC be submitted on the POC Upload file for all active members **beginning with 1/1/2024 service dates**.
- **By Dec. 31, 2023**, all providers must submit a complete POC using the POC Upload file for at all actively enrolled members.
- Going forward, Health Homes are responsible for submitting initial POC, annual POC, and a new POC anytime a change is made that requires member/parent/guardian signature.

File Specifications

The upload and download files below contain general high-level information about the files, but the POC file specifications for upload, download, and error files, **including accepted values and field logic**, are housed within the **MAPP HHTS POC File Specifications_v5.xlsx** file (link below).

https://www.health.ny.gov/health_care/medicaid/program/medicaid_health_homes/mapp/docs/mapp_hhts_file_specifications_v5.xlsx

Plan of Care Upload File

This file will be uploaded by Health Homes using the Plan of Care Upload file. The submitted POC effective date (POC Start Date: member’s POC signature date; POC End Date: member’s POC signature date+ 364 days) must overlap with the member’s active segment dates with the uploading Health Home. *As a reminder, this system update has been designed to support existing Plan of Care guidance and does not change existing DOH guidance regarding Plans of Care requirements.*

Within the file specifications file there is a column indicating if a field is required. The purpose of this indicator is to identify fields that must be populated for the file to be accepted by the system. However, that does not mean that the non-required fields are not essential elements in a complete plan of care. Health Homes *must populate all fields* in the file that are applicable to the member to ensure that the member's full plan of care is submitted to the system.

By the end of 2023, Health Homes must upload a complete POC for every actively enrolled member in their program (see **Proposed Implementation** for the proposed phase in timeline). The system will require the following **POC Types** be submitted to the system when appropriate: *initial* POC, *annual* POC, and POC associated with a *significant life event*. Additionally, HHs will also be able to use the *update existing POC POC Type* to update an existing POC (e.g. changing a care manager's name; updating a service provider). The POC member signature date must be overlap with the submitting HH's segment with the member for the system to accept the POC. HHs will be able to add, delete, and modify POC they've submitted (see **File Logic** section below for required fields for modify and delete records).

File Logic

Below is high level file logic that describes, in addition to the information in the excel file specification document, how the upload file operates within the MAPP HHTS.

1. Each POC uploaded into the system will contain a **POC Effective Date** (which is equal to the **POC Signature Date**) and a **POC End Date**, which will be calculated by the system. For *initial*, *annual*, or *significant life event* POC type, the system will calculate the end date by adding 364 days to the effective date. The system will also update an existing POC end date if a new POC is submitted to the system. For example, POC #1 is in the system with 1/15/21 – 1/14/22 effective dates for a member. In Dec, an *annual* POC with a signature date of 12/25/21 is submitted for that member. The system will create POC #2 with 12/25/21 – 12/24/22 effective dates and will update POC #1's effective dates to 1/15/21 – 12/24/22.
2. Uploading .csv file: if uploading a CSV file, the file cannot contain additional commas to separate contents of a field that contains multiples values. Here are two potential options to handle this:
 - a. Option 1: Keep the standard delimiter for csv file as is (ie. commas). Use other non-comma characters such as semi-colon (;) or vertical bar (|) to separate the contents of a field that consists of multiple values.
 - b. Option 2: Change the csv delimiter configuration to a non-comma character such as semi-colon and the system will use the chosen delimiter to process the uploaded or generate a POC .csv file. It is necessary to change the .csv delimiter configuration in Excel whenever you want to open that .csv file. It would be necessary to again change the .csv delimiter configuration in Excel back to commas for all other .csv files (ie. all non HHTS or HHTS non POC .csv file).
3. The file specifications for the Plan of Care Error file is available on the *POC Errors File* tab within the **MAPP HHTS POC File Specifications_v5.xlsx** document.
4. All errors that will be included in the Plan of Care Error file is available on the *POC Upload Errors* tab within the **MAPP HHTS POC File Specifications_v5.xlsx** document.

Plan of Care Download File

When requesting the Plan of Care Upload file from the system, providers will be able to use the following filters to dictate what plans of care will be included in the file:

- Only current POC (for members with active segment with provider)
- POC start date (range that user enters, similar to BSD)
- POC updated date (range that user enters, similar to BSD)

HH, CMA, and MCP users will be able to access submitted plans of care using either the Plan of Care Download file consisting of the plans of care for the downloading provider's members or the Plan of Care PDF, which will contain a single member's complete plan of care in PDF format. These documents will contain the information submitted by Health Homes on the Plan of Care Upload file in addition to other member information housed within the tracking system, such as member segment information, the member's MCO affiliation, HCBS and CANS assessment information from the UAS, and HCBS frequency/scope/duration information from the referral processed being built in IRAMS. Please note that children's HCBS frequency, scope, and duration information from IRAMS will not be populated within the POC download files until the summer release 4.3.

The Plan of Care PDF is housed within a member's page. For instruction on how to access this PDF, and how to filter the larger Plan of Care Download file, please see the 3/1/2023 MAPP HHTS Release 4.2 webinar (*expand MAPP Webinars/2023 section*):

https://www.health.ny.gov/health_care/medicaid/program/medicaid_health_homes/mapp/docs/mapp_hhts_release_4.2_final.pdf