

DMAS

UAI

Payment Service Definition Overview

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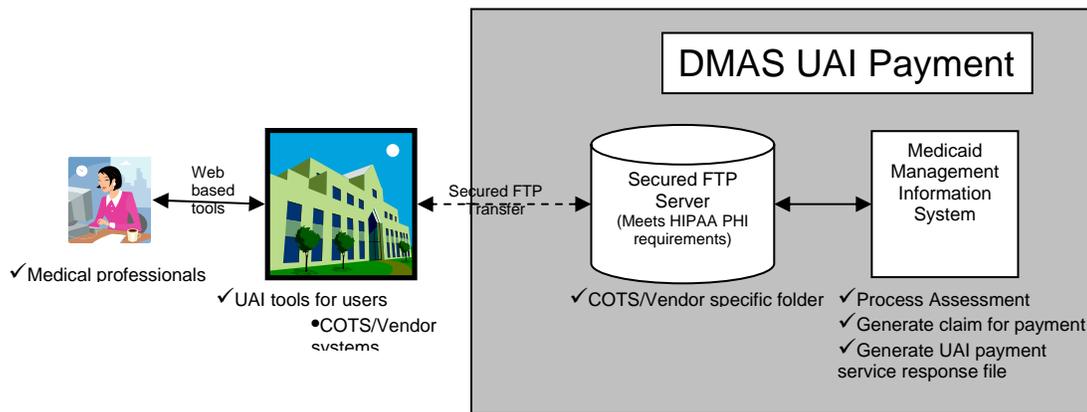
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Introduction

The purpose of the Uniform Assessment Instrument (UAI) is to gather information for the Determination of a client's care needs and service eligibility, and for planning and monitoring a client's care across various agencies and long-term care services. The UAI is a multidimensional, standardized questionnaire, which assesses a client's social, physical health, mental health, and functional abilities, and it provides a comprehensive look at a client. The UAI fosters the sharing of information between providers, and assessors are encouraged to share information about a client in an attempt to avoid duplicative paperwork.

The organizations that perform assessments utilize various tools/products that support the UAI both from commercial vendors as well as the Virginia Department of Social Services. The UAI form as well as other required DMAS forms are printed and submitted by paper for payment. As an alternative, the DMAS UAI Payment Service accepts an electronic file that contains the UAI and other required DMAS forms and processes them for payment. The following diagram depicts the service:



In the concept, the medical professionals utilize tools provided by their vendors and/or VDSS to capture and maintain assessment information. The systems from the vendors/VDSS output the form information electronically using a DMAS provided XML schema. The inbound XML file is transferred electronically using a secured FTP service to a vendor specific folder/directory on the server. The MMIS picks up the XML files for processing and provides an XML response file that contains any errors encountered or noting successful processing (next day after submittal of inbound XML file). The vendor/VDSS systems can pick up the XML response file and provide the information back to the users. Upon successful claims processing, the payment to the service providers will be made on the next MMIS remittance cycle.

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Contacts

Production problems:

Coventry help desk:
1-800-448-0360

Note

To facilitate routing of the problem to the correct technical staff at FHSC, inform the help desk staff that this is a Virginia Medicaid problem. Otherwise, time could be lost as the trouble ticket works its way through the routing chain.

Business contact:

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Requirements

Certification

Each organization wishing to electronically submit a UAI for payment must meet the following requirements:

1. Only physician authorized UAIs can be submitted for payment.
2. Each submitting organization must have manual or automated processes in place to ensure only physician authorized UAIs are submitted.
3. Each organization must meet all relevant HIPAA PHI security requirements.
4. Signed UAI maintained by the subscribers.
5. Each new organization must jointly test with FHSC prior to submitting actual UAIs for payment. The MMIS will only process UAIs submitted for payment from Organizations that have successfully concluded joint testing.

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6. Each submitting organization must request access to the FHSC secured FTP server. An additional technical document on the FTP naming/structural details will be provided by FHSC when the access request is made. Information needed to initiate an access request is:
 - a. Client Name
 - b. Technical Contact
 - c. Telephone Number and Email Address

Contact: Evelyn Storrs, FHSC

Phone: 804-965-6794.

Email: EASstorrs@cvty.com

Notes

1. Each organization has a business process that results in a package of paper forms submitted to DMAS for payment. These requirements are general in nature and are intended to represent existing processes that produce the paper forms. The UAI Payment service intakes the electronic package of forms for automated payment processing.
2. In cases where multiple organizations collaborate in sending paper forms to DMAS for payment, they will need to collaborate in a similar manner for electronic submittal. The UAI Payment Service only intakes a complete file for payment processing.

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Technical Specifications

This section provides a brief description of the technical specifications.

General

Each assessment transaction represents one inbound and outbound XML file pair. **One file with multiple assessments is not allowable.**

There are three fields in the inbound specification (vendor ID, a vendor supplied unique identifier, and a timestamp) that represent a unique primary key. The vendor ID is assigned as part of the one time service enrollment process (getting access to the secured FTP server). The timestamp and vendor supplied unique identifier are provided by the vendor (sender) in each XML inbound file and these three fields are replicated in the outbound XML transaction file as well as in the file naming convention.

File Specifications

The file specifications are contained in a ZIP archive accessible from the DMAS web site. The archive contains the specification spreadsheet “Pre-Admission Screening - Long Term Care Division-final.XLS” as well as the following XML related files:

Inbound UAI file

The inbound UAI is generated by the vendor/VDSS system and transferred to the secured FTP server (communications is encrypted). The FHSC_UAI_Inbound_Schema_final.xsd can be viewed in a text editor/web browser. The FHSC_UAI_Inbound_Schema_final.mdi is a graphic depiction of the XML file structure viewable using Microsoft Office Document Imaging tool.

Outbound file (processing results)

The outbound XML file is generated by the MMIS batch processing cycle. For each inbound UAI file, a corresponding outbound XML file is generated. If processing errors occurred, the file will contain the error messages¹. For successful processing, the response file will indicate processing completed successfully. The FHSC_UAI_Outbound_Schema_final.xsd can be viewed in a text editor/web browser. The FHSC_UAI_Outbound_Schema_final.mdi is a graphic depiction of the XML file structure viewable using Microsoft Office Document Imaging tool.

¹ For paper based UAI submittals, the error messages are contained in a Turn Around Document (TAD). The TAD is sent to the submitter for correction. The outbound XML response file will contain these same error messages as would have been generated for the TAD.

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FTP Secured Server Directory and file naming conventions

The directory and file names are provided by FHSC as an output of step 6 of the vendor certification process.

File naming convention:

<Vendorid><transmissiondate><uniqueidentifier>_<type>.xml

Where:

<vendorid> is defined during the one-time vendor enrollment process

<transmissiondate> is provided by the sender in the specified format

<uniqueidentifier> is assigned by the sender in the specified format

<type> specifies inbound XML file or outbound XML file

Example (inbound file):

If ABCDE is the vendor id, file transmission date is 20071022 (i.e. 10/22/2007) and unique identifier is 9876, then the file name would be “ABCDE200710229876_IN.xml”

Example (outbound file):

For example if ABCDE is the vendor id that came in , file transmission that came in along with the unique identifier 9876, then the file name would be ABCDE200710229876_OUT.xml

Processing details

UAI inbound files **submitted BY 4PM daily** will be processed overnight and the UAI outbound response file will be available by 6:15 AM the following business day (Monday-Saturday).

UAI inbound files **submitted AFTER 4PM daily** will be processed the following night.

Payment Service hours for electronic UAI Submittal

The Secured FTP server is available 24X7 for submitting inbound UAI files or picking up UAI outbound response files.