

The Georgia  
Collaborative ASO



# Batch Companion Guide Review

March 23, 2015



beacon  
health options

# Welcome & Introductions

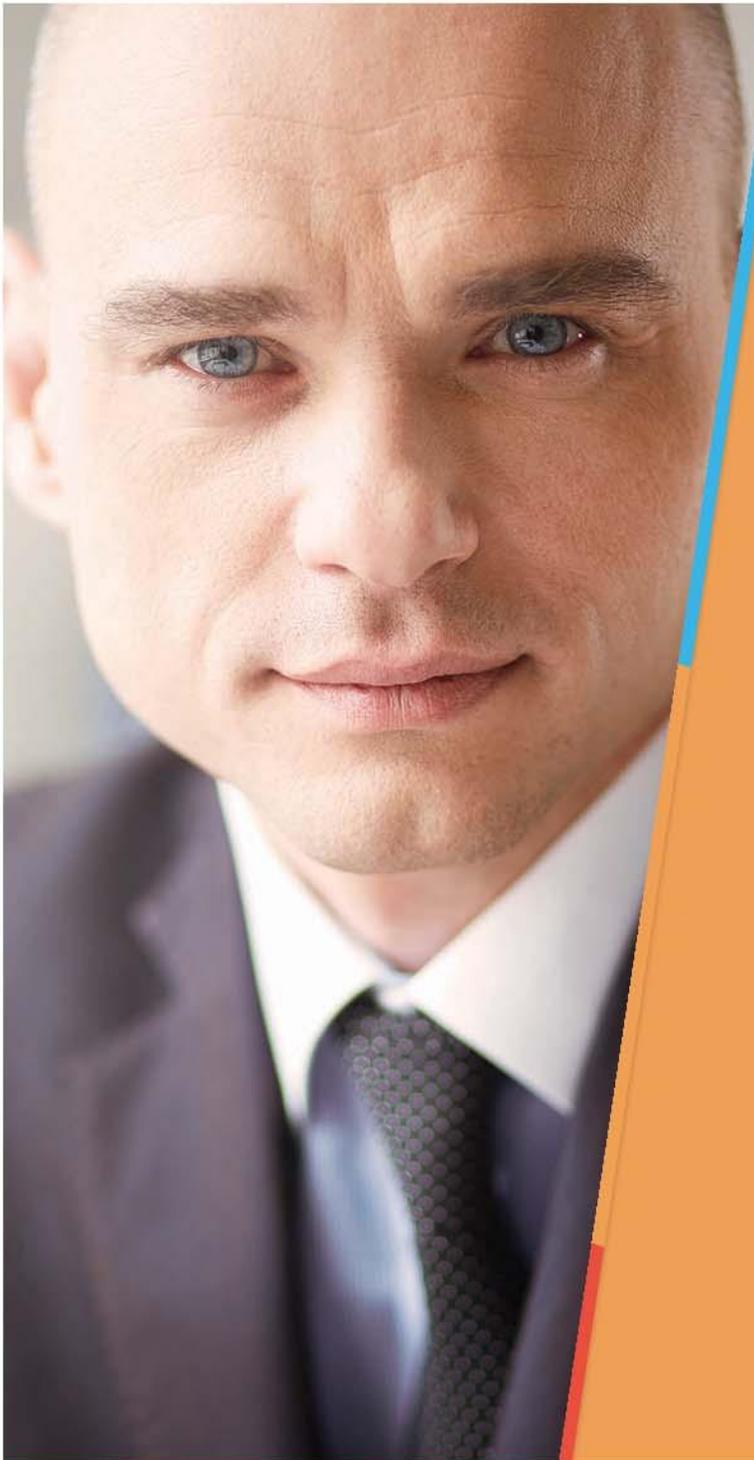
- Department of Behavioral Health and Developmental Disabilities
  - Melissa Sperbeck, Deputy Chief of Staff
  - John Quesenberry, Director of Decision Support and Information Management
- Georgia Collaborative ASO
  - Jason Bearden, CEO
  - Karen Vendetti, Senior Director, Eligibility
  - Janet Gaspard, VP of Clinical Implementations
  - Rick Lisseveld, Director, Web Development, Clinical & CRM
  - Casey Spencer, Supervisor EDI Helpdesk



# Agenda



- Welcome and Introductions
- Roll Call
- Companion Guide Overview
- Registration Companion Guide Review
- Authorization & Discharge Companion Guide Review
- Lunch Break (if necessary)
- Claims Companion Guide Review



# Companion Guide Overview

Jason Bearden  
Rick Lisseveld



# Batch Guide Summary Overview

- All batch guides can be accessed through the following link:

<http://www.valueoptions.com/providers/Network/Georgia.htm>

Companion Guide	Page Count	Total Field Count	CANS/ANSA Field Count
Batch Submission Online	8	N/A	
Batch Registration	51	97	
Batch Authorization	120	565	237 or 42% of total
Batch Discharge	91	426	237 or 56% of total
Batch Claims	33	Standard Layout	

# Batch Update and Revision Process

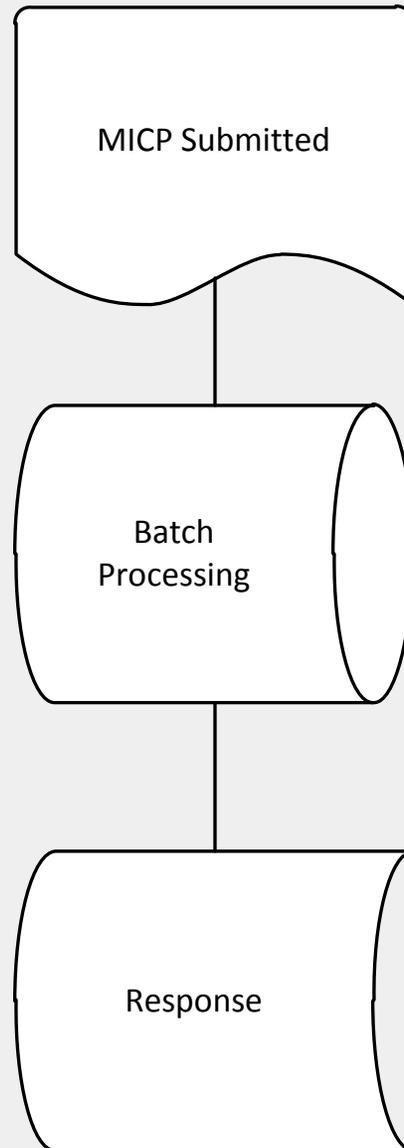
- Batch Companion Guides will be updated on a regular basis as improvements are identified
- Each version update will be named with a unique version identifier number
- The version identifier will be followed by the updated date i.e. Batch Authorization Guide (version 1.3 – updated 03.19.2015)
- A version change log will summarize all changes specific to each version on page **3** of the companion guide immediately following the table of contents
- Companion guides are 99% complete; **Fields with RED text are outstanding and will be provided in subsequent updates**

# File Layout Field Definitions

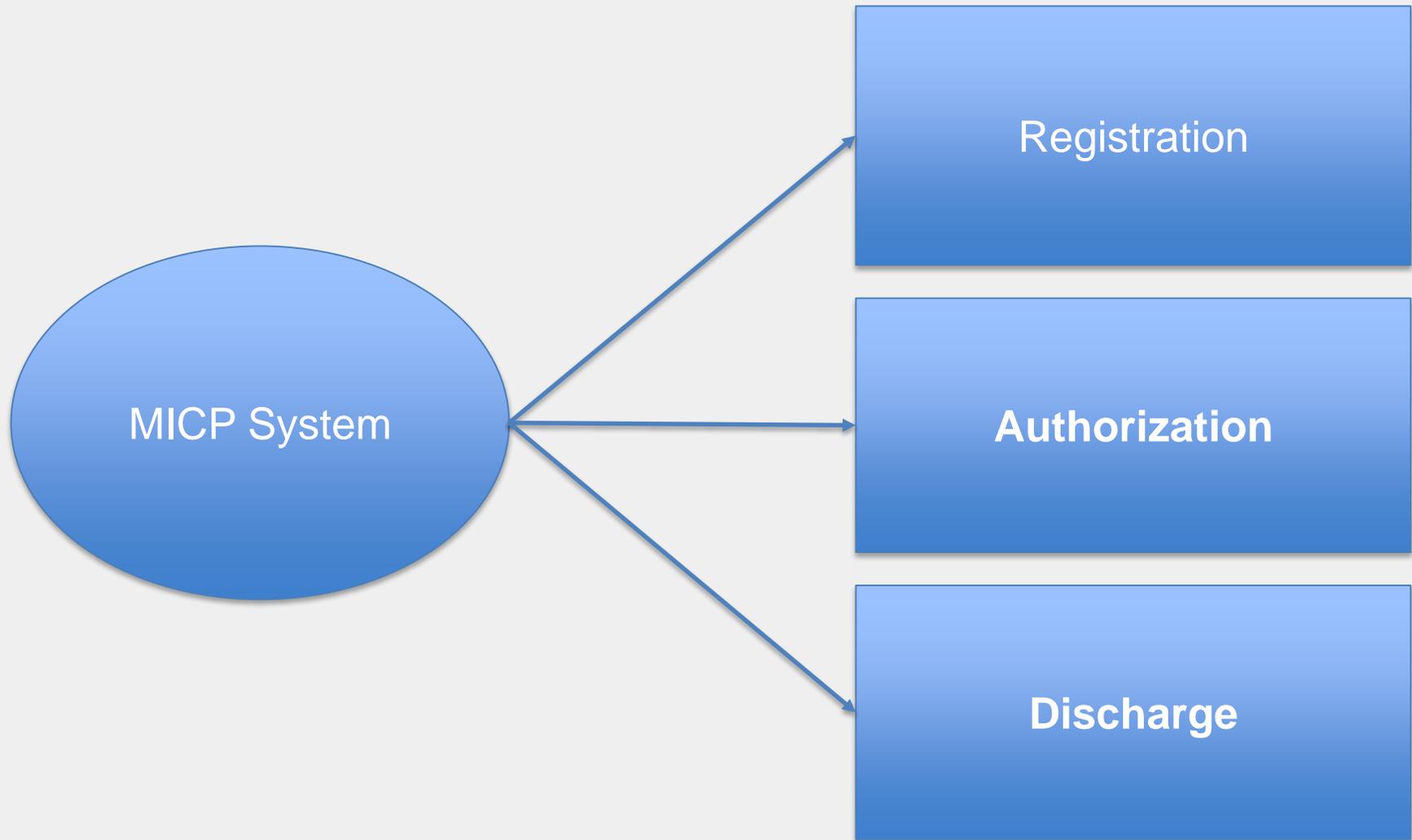
## (Registration, Authorization & Discharge)

Fields	Field Description
Field #	Field Counter
Field Label	Column header for file layout
Field Description	Description of field label
Domain Values/ Allowed Responses	Allowed values and responses for each respective field
Req'd	Defines if field is Required ("R"), Not Required ("N"), Conditionally Required ("C"), Do Not Populate ("X")
Field Notes	Provides guidance on error messages, tool tips or general rules related to each respective field
Length	Bit length
Start	Bit string start position
End	Bit string end position
Format	Defines if field format is a Numeric value ("N") or an Alpha-Numeric value ("A")

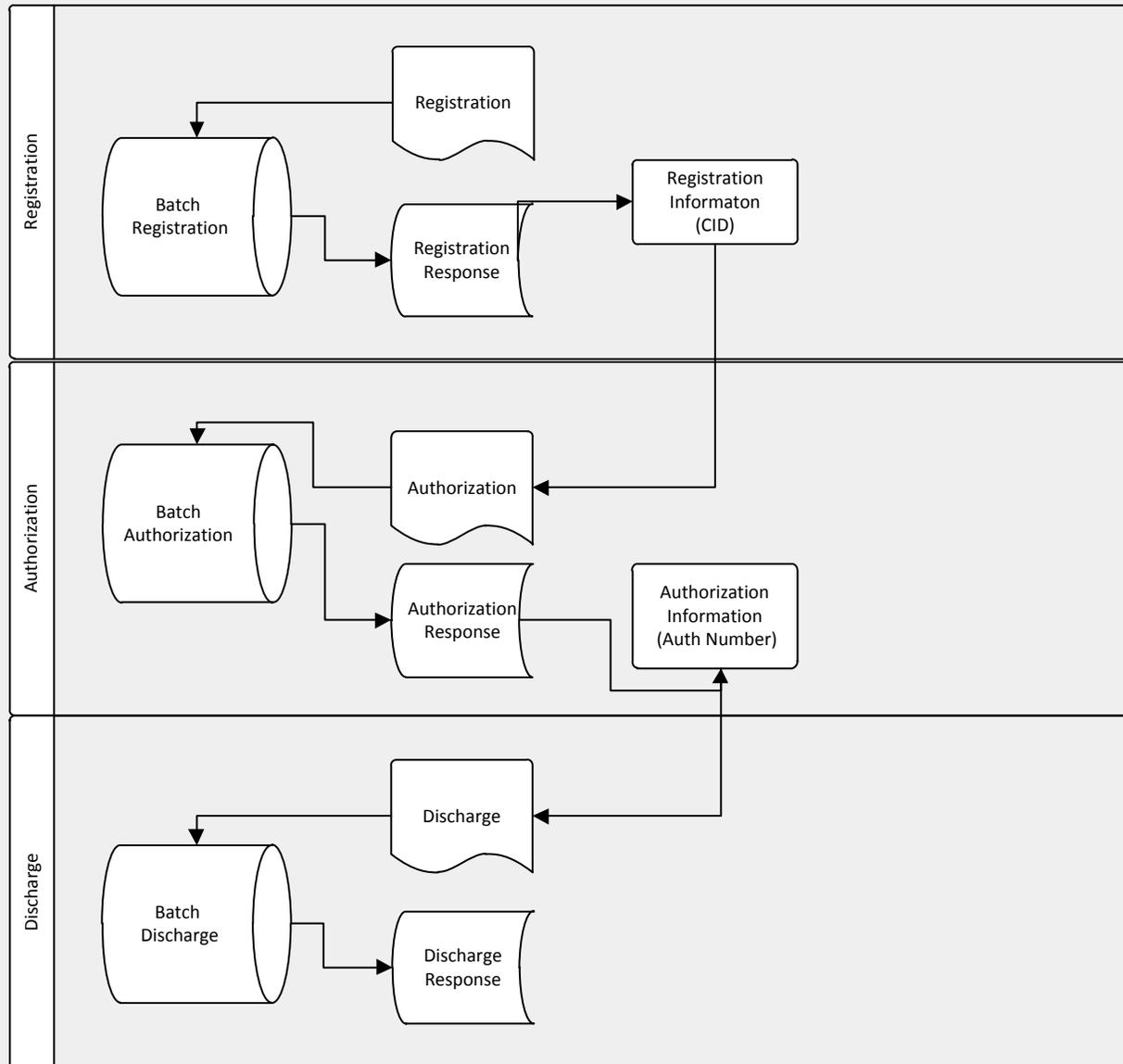
# MICP Legacy Batch Submission Process

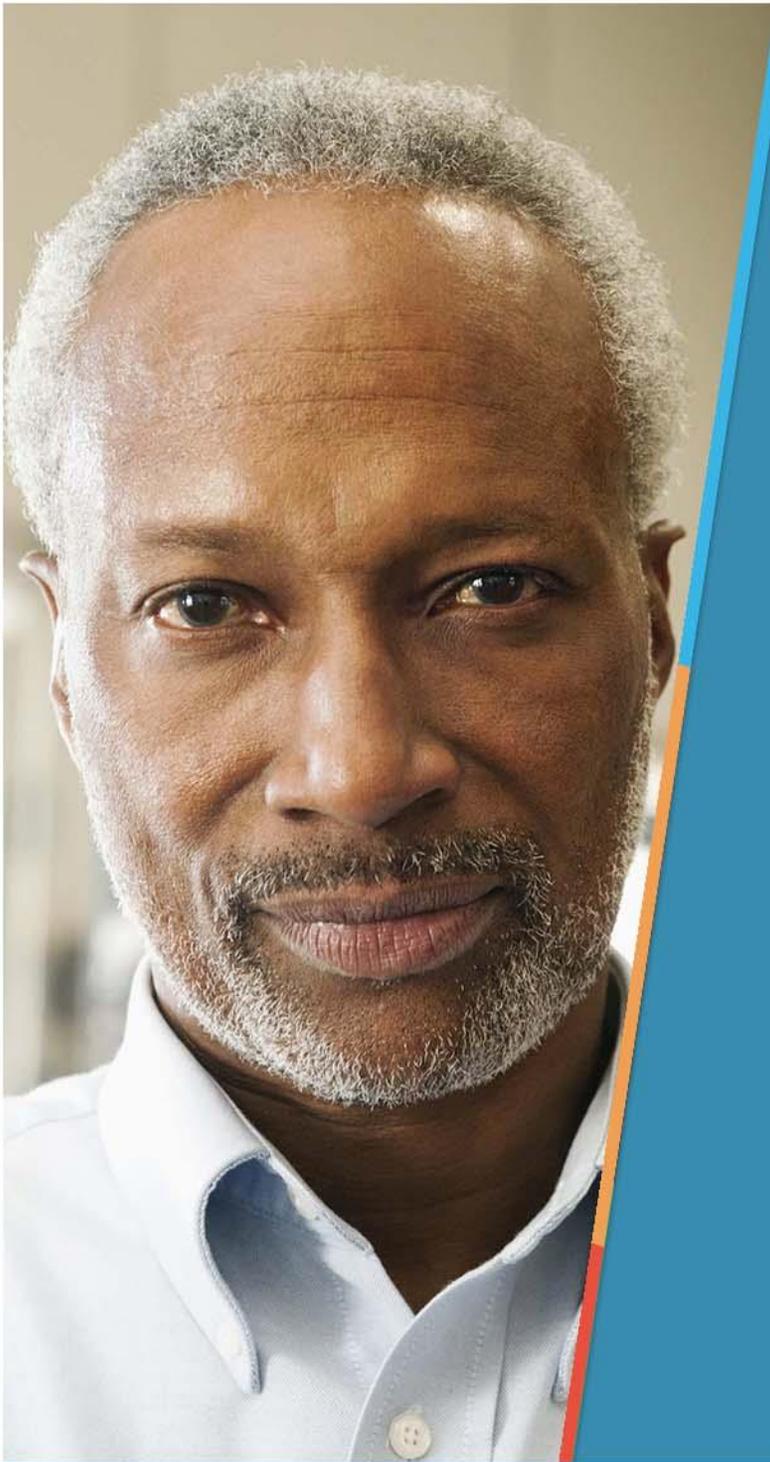


# MICP System= Registration + Authorization



# ASO Batch Submission Overview





# Registration Companion Guide Review

**Karen Vendetti**  
**John Quesenberry**



# Why Register an Individual?

- Request for eligibility - Established individual in CONNECTS system
  - For new individuals creates a Consumer ID # (CID)
  - Robust “best match” logic so duplicate CIDs are not created for one individual
- Assigns funds and benefits to an individual
  - Must have funds and benefits on file in order to submit an authorization and claim
- Collects demographic data for reporting
- Allows provider to update individuals demographic information
- Assists with validation edits allowing for better quality data



# Registration Summary Changes

- Can be submitted two ways
  - One individual at a time through ProviderConnect
  - Multiple individuals at a time via Batch Registration process
- Collects basic demographic information about an individual and generates a client identification number (CID) if necessary
- Needs to be submitted separate from the authorization
- Is needed before an authorization can be requested
- Assigns fund sources to an individual based on individual's status and provides availability to access specific fund types



# Registration Batch Guide Overview

is

Section I: File Layout and Description

Section II: Response File Process and File Layout

Section III: Appendices

- Appendix A: Error Codes
- Appendix B: County Codes
- Appendix C: Default Funds
- Appendix D: Selected Funds
- Appendix E: Assigning a CID and Best Match



# Registration Batch Guide File Layout Overview

	File Layout Summary Categories	Field Number
1	Provider registration information	1 – 5
2	Individual Identifier information	6 – 21
3	Fund Registration	22 – 25
4	Demographics	27 – 63
5	Lawful Presence	66
6	Insurance Coverage	67 – 71
7	Communication Needs	72 – 84
8	Guardianship	85 – 97

# Provider Batch Registration Guide Review

## Table of Contents

Introduction .....	4
Purpose .....	4
Telecommunications Specifications .....	4
Input File Layout and Validation Errors .....	5
Trailer Record .....	30
Response Files .....	31
Summary File .....	31
Accepted Records File .....	33
Error Records File .....	34
Pended Records File .....	34
Appendix A .....	36
Error Processing .....	36
Appendix B .....	45
County Codes .....	45
Appendix C .....	47
Default Funds .....	47
Appendix D .....	48
Selected Funds .....	48
Additional Selected Funds Information .....	48
Appendix E .....	50
Assigning a CID and Best Match .....	50
Individual Information Known Field .....	51





# Authorization & Discharge Companion Guide Review

**Janet Gaspard**  
**John Quesenberry**



# Authorization & Discharge Summary Changes

- Will be submitted through ProviderConnect or by Batch
- Separates clinical processes from registration processes allowing more clinically driven authorization timelines
- Collect clinical information to support medical necessity decision making
- Collect information to support state reporting requirements including TEDS data
- Non-Intensive Outpatient Services will need to be requested as needed and are no longer bundled
- CANS and ANSA is required instead of LOCUS and CAFAS
- Discharge planning and follow-up focused on linkages to next level of care for successful transitions

# Authorization & Discharge Batch Guide Overview

Section I: File Layout and Description\*

Section II: Response File Process and File Layout\*

Section III: Appendices

- Appendix A: Error Codes\*
- Appendix B: List of Substances\*
- Appendix C: Medications List\* (under development)
- Appendix D: Place of Service Code List

\* Indicates that Authorization and Discharge mirror each other



# Authorization Batch Guide File Layout Overview

Note: Discharge Batch Guide follows very similar form to the Authorization Batch Guide

	File Layout Summary Category	Field Number
1	Parent Code & Auth. Start Date	1 – 2
2	Type of Service/Level of Care/Type of Care Hierarchy	3 -6
3	Admit Data	7 – 9
4	Provider information	10-14
5	Individual/Consumer Identifying information	15 – 18
6	Authorization Details	21-23
7	Individual Contact Information	24 – 30
8	Admitting Provider information	31 – 34
9	Attending Provider	35 – 40
10	Preparer and UR Contact information	41 – 53
11	Symptomology/Diagnostic/Social information	54 – 69
12	CANS Assessment	70 - 187
13	ANSA Assessment	188 – 306

	File Layout Summary Category	Field Number
14	Psycho-Social information	307 – 323
15	Body Composition information	324 – 327
16	Medication Information	328 – 367
17	Discharge information	368 - 372
18	Substance Abuse History	373 – 389
19	Presenting Symptomology & Bio Metric Data	391 - 413
20	Urinary Drug Screen Results (UDS)	414 - 426
21	ASAM Dimensions	427 – 432
22	Legal Status/Criminal Justice History	433 – 441
23	Income/Resources/Insurance Coverage	442 – 459
24	School History/Employment History	460 – 475
25	Service Class Codes – Order for Service	476 - 535
26	Response Files	536 – 565



# Provider Batch Authorization Guide Review

## Table of Contents

VERSION CHANGE LOG.....	3
INTRODUCTION .....	4
PURPOSE.....	4
TELECOMMUNICATIONS SPECIFICATIONS.....	4
Input File Layout and Validation Errors.....	5
Batch Authorization File Layout.....	6
TRAILER RECORD.....	107
Response Files .....	107
Initial Response File Layout .....	108
Approved Response File Layout.....	109
Pended Response File Layout .....	110
Reject Response File Layout .....	111
Appendix A: Error Codes .....	111
Appendix B: List of Substances.....	113
Appendix C: Medications List.....	115
Appendix D: Place of Service Code List .....	115

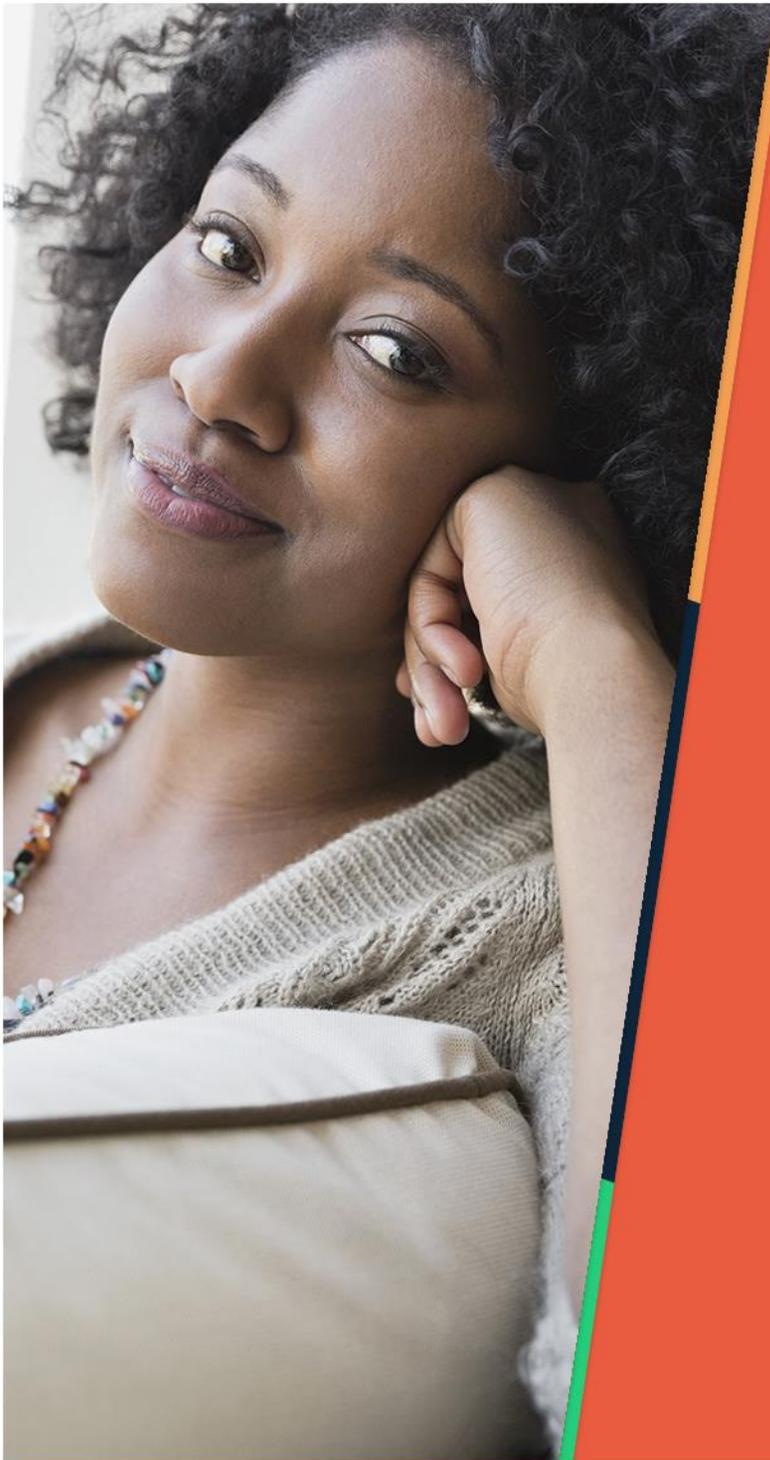
# Field Values Provided in Future Releases

Companion guides are 99% complete, however there are 5 fields & 2 appendices that will require updates in future releases in the authorization and discharge guides:

Note: All missing values are highlighted in **RED text** within the companion guide field layout.

1. Auth. - Field # 4 – Type of Service Domain Values for Mental Health/Substance Abuse
2. Auth. - Pg. 6 Field # 5 – Level of Care Domain Values
3. Auth.- Pg. 6 Field # 6 – Type of Care Field Values
4. Auth. - Pg. 70 Field #368/Discharge – Pg. 69 Field 348 – Planned Discharge Level of Care Highest Level of Care  
Planned for Discharge – Domain Values
5. Auth. - Pages 93 – 104 Services Class Codes - Domain Values (20 fields between Field # 477 - #534)
6. Auth. – Pg. 111 Appendix A – Error Codes
7. Auth. – Pg. 115 Appendix C – Medication List





# Claims Companion Guide Review

Casey Spencer  
John Quesenberry

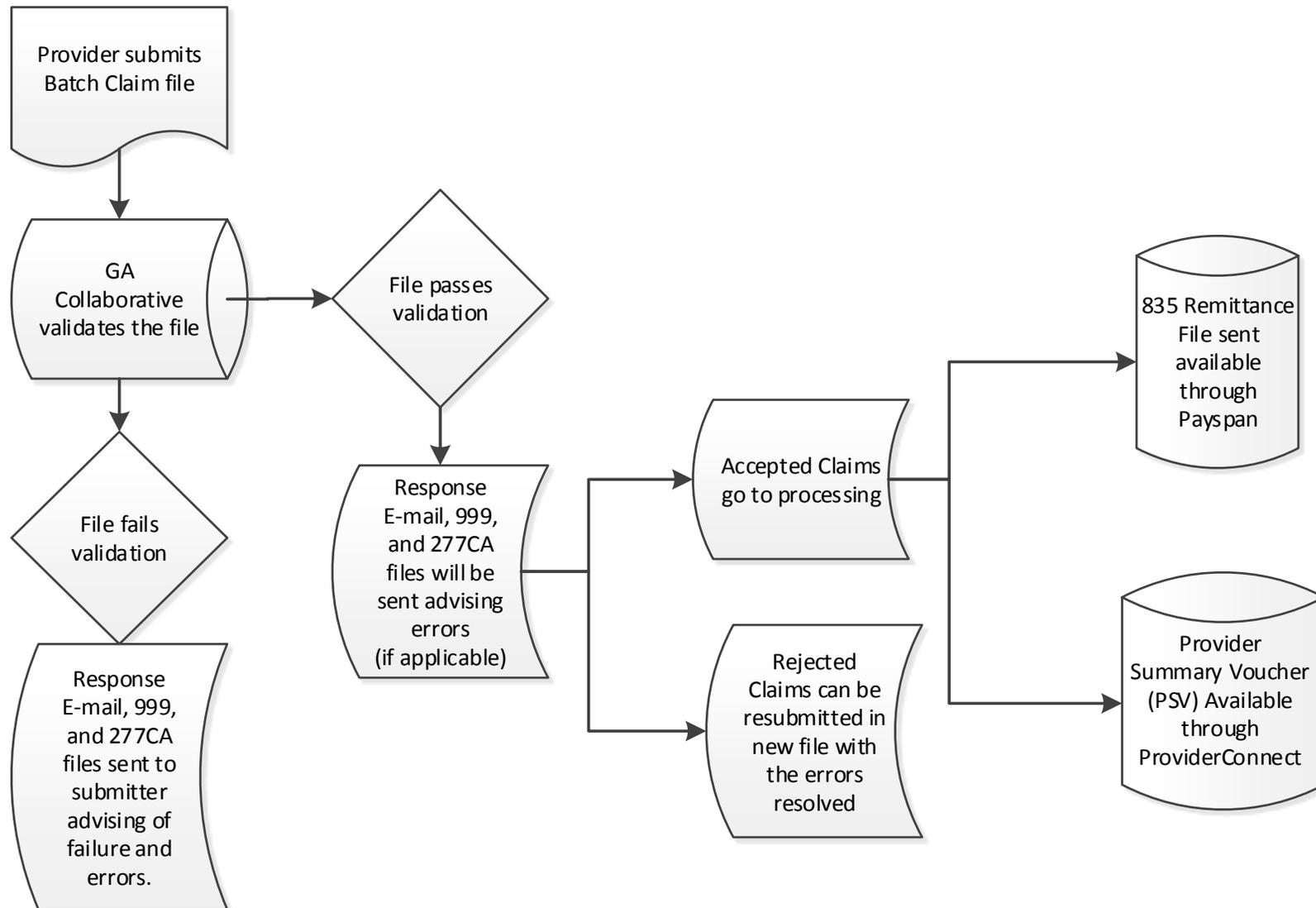


# Claim Submission Summary Changes

- Check runs for state funded claims will be issued weekly
- No changes are being made to Medicaid claims processes
- Can submit via Batch or Direct Claim Submission
  - Direct Claim Submission
    - Ability to enter a claim directly into ProviderConnect portal without using special software
    - Recommended for providers submitting a lower claim volume
  - Batch Claim Submission
    - Allows for upload of HIPAA 5010 compliant 837i and 837p files
    - Recommended for facilities and providers submitting a higher volume of claims
    - Offers acknowledgment via 999 and 277CA files as well as email
    - 835 file offered through Payspan



# Claims Workflow

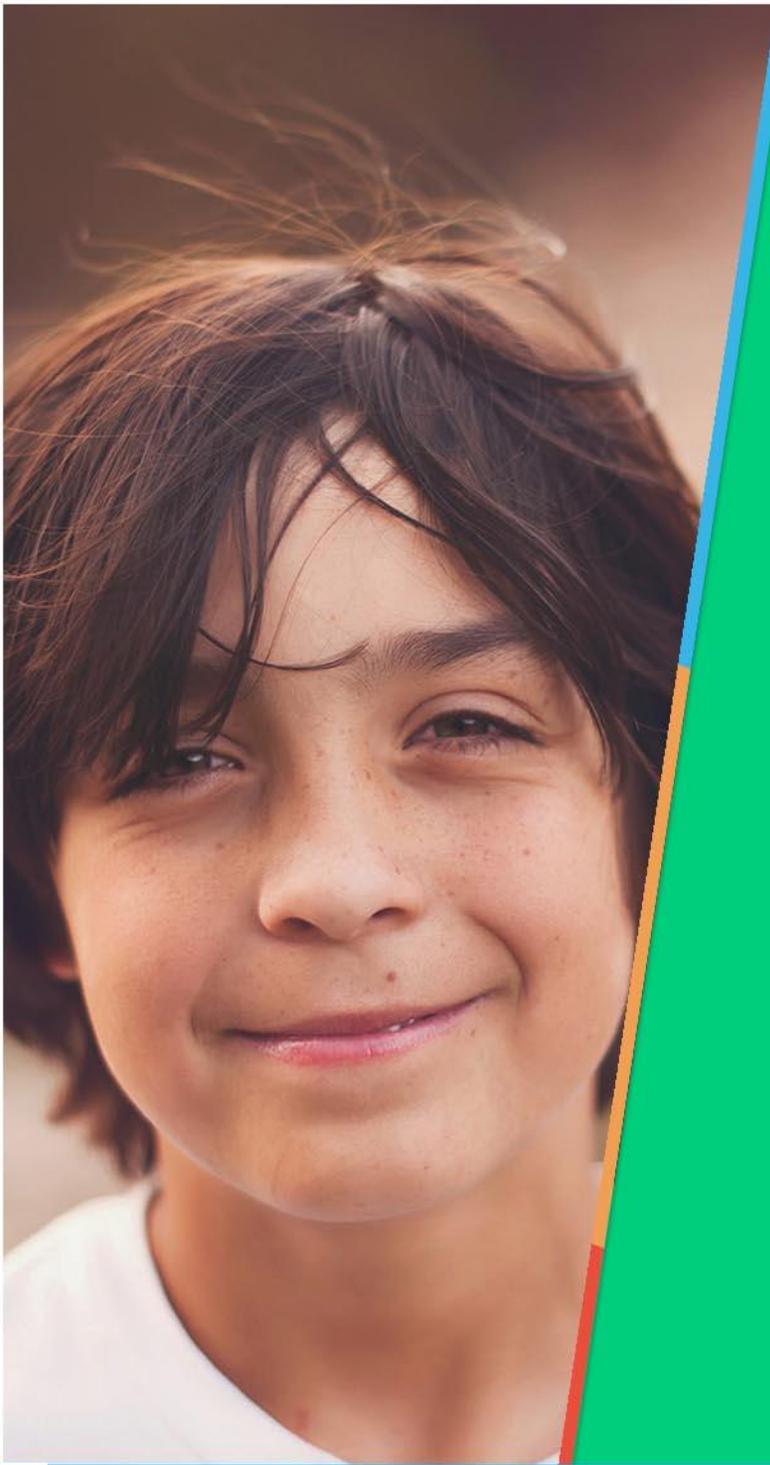


# Control Segments and Hierarchical Transaction

Major Data Element	Old Expected Value	New Expected Value
ISA01	00	03
ISA02	10 Spaces	Assigned Submitter ID
ISA06	APS PVGA	Assigned Submitter ID
ISA08	100000 (plus 9 spaces)	FHC &Affiliates
ISA14	1	0
ISA16	Not Listed	:
GS02	Mirror ISA06	Sender Defined
GS03	30303	EDI
BHT06	CH	CH or RP

# Major Changes within 837

Loop	Major Data Element	Old Expected Value	New Expected Value
1000A	NM109	ETIN	Assigned Submitter ID
1000B	NM103	APS	ValueOptions, Inc.
1000B	NM109	30303	FHC &Affiliates
2010BB	NM109	Georgia	FHC &Affiliates
2300	CLM05-3	1	1, 7, 8
2300	REF02 (F8)	N/A	Claim number prefixed RC



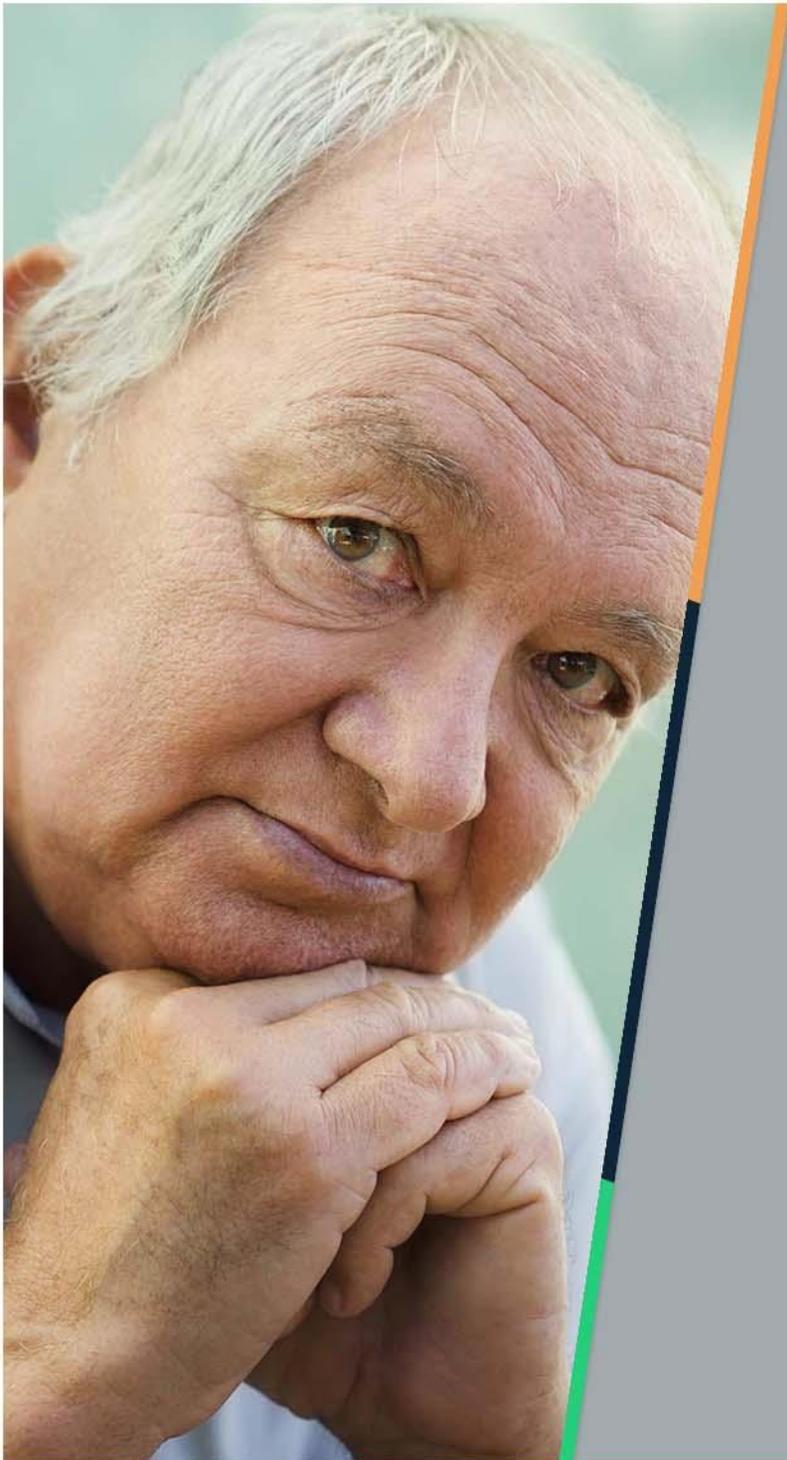
# Next Steps



# Collaboration and Communication

- Periodic version updates to Companion Guides as improvements are identified. Update cycle to be determined.
- Regular phone conferences with EHR vendors and providers to answer ongoing development questions
- Communication on readiness testing for each respective registration, authorization, discharge and claims batch submission process
- EHR vendors and providers submit questions specific to companion guides to: [GACollaborative@beaconhealthoptions.com](mailto:GACollaborative@beaconhealthoptions.com)
- Collaborative to answer questions via FAQ and post to the Georgia Collaborative web page:  
<http://www.valueoptions.com/providers/Network/Georgia.htm>
- Testing in partnership with providers and vendors in May and June.





Questions?



# Thank you

For Georgia Collaborative ASO general inquiry or questions please email:

[GACollaborative@beaconhealthoptions.com](mailto:GACollaborative@beaconhealthoptions.com)

