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## **VII. TIMEFRAME AND SCHEDULES**

### **A. Introduction**

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The following pages document processing schedules and timelines which must be adhered to for IEHP COB plans. These schedules include:

- Eligibility Data File Transmission Schedule
- Encounter Data File Due Date Schedule
- Capitation Data File Transmission Schedule

Eligibility data files are placed on the FTP server. A full monthly file is provided by the 1<sup>st</sup> of each month. Weekly files, containing updated information are provided three times a month. Providers are required to pick up their eligibility information from the FTP server within three days of transmission by IEHP. IPAs are required to submit eligibility lists to their contracted PCPs by the 5<sup>th</sup> and 15<sup>th</sup> of each month for the current months' enrollment.

Encounter data files are due the first of each month. Providers are required to meet Adequacy and Validity standards by the end of the month in which they are due.

Capitation Summary and Detail files are placed on the FTP server by the 1<sup>st</sup> of each month for the prior month's capitation. Capitation is based on the Provider enrollment as of the 15<sup>th</sup> day of each month.

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### B. Eligibility Data File Transmission Schedule

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The following schedule outlines when eligibility files are available to Providers for review. Eligibility files must be picked up within three days of file transmission.

<b>Calendar Month</b>	<b>MONTHLY Eligibility File (Full File)</b>	<b>FIRST WEEKLY Eligibility File (updates only)</b>	<b>SECOND WEEKLY Eligibility File (updates only)</b>	<b>THIRD WEEKLY Eligibility File (updates only)</b>
Jan 2011	01/01/2011	01/10/2011	01/17/2011	01/25/2011
TBD	TBD	TBD	TBD	TBD
TBD	TBD	TBD	TBD	TBD
TBD	TBD	TBD	TBD	TBD
TBD	TBD	TBD	TBD	TBD
TBD	TBD	TBD	TBD	TBD
TBD	TBD	TBD	TBD	TBD
TBD	TBD	TBD	TBD	TBD
TBD	TBD	TBD	TBD	TBD
TBD	TBD	TBD	TBD	TBD
TBD	TBD	TBD	TBD	TBD
TBD	TBD	TBD	TBD	TBD
TBD	TBD	TBD	TBD	TBD
TBD	TBD	TBD	TBD	TBD
TBD	TBD	TBD	TBD	TBD

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### C. Encounter Data File Due Date Schedule

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The following schedule outlines what data (the month that services were rendered) is due to IEHP. It also provides timelines when IEHP provides any error reports and the date this corrected data is due back to IEHP.

<b>Date Encounter Data Due To IEHP</b>	<b>Claims Processed In The Month Of</b>	<b>File Name Due (Assessed for Validity)</b>	<b>Month of Service Assessed for Adequacy</b>	<b>Final Date Corrected Errors Due to IEHP</b>
01/02/2012	Nov-2011	id1111txxx.enc	Sept-2011	01/31/2012
02/01/2012	Dec-2011	id1211txxx.enc	Oct-2011	02/28/2012
03/01/2012	Jan-2012	id0112txxx.enc	Nov-2011	03/31/2012
04/02/2012	Feb-2012	id0212txxx.enc	Dec-2011	04/30/2012
05/01/2012	Mar-2012	id0312txxx.enc	Jan-2012	05/31/2012
06/01/2012	Apr-2012	id0412txxx.enc	Feb-2012	06/30/2012
07/02/2012	May-2012	id0512txxx.enc	Mar-2012	07/31/2012
08/01/2012	Jun-2012	id0612txxx.enc	Apr-2012	08/31/2012
09/03/2012	Jul-2012	id0712txxx.enc	May-2012	09/30/2012
10/01/2012	Aug-2012	id0812txxx.enc	Jun-2012	10/31/2012
11/01/2012	Sept-2012	id0912txxx.enc	Jul-2012	11/30/2012
12/03/2012	Oct-2012	id1012txxx.enc	Aug-2012	12/31/2012
01/02/2013	Nov-2012	id1112txxx.enc	Sep-2012	01/31/2013
02/01/2013	Dec-2012	id1212txxx.enc	Oct-2012	02/28/2013
03/03/2013	Jan-2013	id0113txxx.enc	Nov-2012	03/31/2013
04/01/2013	Feb-2013	id0213txxx.enc	Dec-2012	04/30/2013
05/01/2013	Mar-2013	id0313txxx.enc	Jan-2013	05/31/2013
06/02/2013	Apr-2013	id0413txxx.enc	Feb-2013	06/30/2013
07/01/2013	May-2013	id0513txxx.enc	Mar-2013	07/31/2013
08/01/2013	Jun-2013	id0613txxx.enc	Apr-2013	08/31/2013
09/01/2013	Jul-2013	id0713txxx.enc	May-2013	09/30/2013
10/01/2013	Aug-2013	id0813txxx.enc	Jun-2013	10/31/2013
11/03/2013	Sep-2013	id0913txxx.enc	Jul-2013	11/30/2013
12/01/2013	Oct-2013	id1013txxx.enc	Aug-2013	12/31/2013
01/02/2014	Nov-2013	id1113txxx.enc	Sep-2013	01/31/2014

\*ID is your IEHP assigned Provider Number – one or two characters for IPAs, two for Hospitals (in lower case)  
(xxx is the file type and encounter type and file iteration number, e.g. “m001” for medical file, first iteration)

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### **C. Encounter Data File Due Date Schedule**

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t is the file type and encounter type nnn is the file iteration number.

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The following schedule outlines when capitation files are available to Providers for review.

<b>Capitation Month</b>	<b>File Transferred</b>
January	February 1
February	March 1
March	April 1
April	May 1
May	June 1
June	July 1
July	August 1
August	September 1
September	October 1
October	November 1
November	December 1
December	January 1