PROCEDURE

Series:	Operating Procedures	COA: N/A

Procedure Name:	Electronic File Exchange with Centene/Sunshine Health
Procedure Number:	OP1220
Review Date:	12/10/19
Revision #/Date:	N/A
Effective Date:	01/17/17

Applicable to:	Brevard Family Partnership Family of Agencies (BFP FOA) Staff

PURPOSE:

The purpose of this policy is to establish the method used by Community Based Care Integrated Health (CBCIH) to exchange member data with Sunshine Health via Centene. Centene will provide member data in a modified 834 file in order to populate/load CBCIH's Integrate® system. CBCIH will provide FSFN and Integrate® data in order to augment AHCA enrollment and demographic data feeds that populate/load Sunshine Health's Unified Member View (UMV) system.

PROCEDURE:

Cross Reference(s)

Contract #FP026 AHCA contract with Sunshine Health

Scope

This operating procedure applies to all Community Based Care Lead Agencies who are responsible for children who are enrolled in the Child Welfare Specialty Plan. If any of the responsibilities outlined in this procedure are contracted with an individual or other entity, the contracted provider must ensure compliance with this procedure, and the terms should be incorporated into the contract.

Application

This procedure applies to CBCIH and Brevard Family Partnership and addresses care coordination activities that are provided on behalf of all CWSP plan enrollees.

Key Terms

Child Welfare Specialty Plan Enrollee—a child who is Medicaid eligible and is enrolled in the Sunshine Health, Child Welfare Specialty Plan, or the Sunshine Health Managed Medical Assistance Plan (MMA), due to an active status in the child welfare system of care. This includes children who have an open child welfare case, those who have been adopted and are receiving maintenance adoption subsidy and those who are receiving extended foster care or independent living services.

Community Based Care Lead Agency—an "eligible lead community-based provider" as defined in Section 409.1671(1) (e), F.S.

Florida Safe Families Network (FSFN)—an automated system to capture information and generate reports regarding each child who comes into the care of the Department of Children and Families (DCF) and contracted providers, as a result of abuse, neglect, or abandonment. This system is part of Florida's method for receiving reports/intakes, documenting investigations, and recording all casework services or activities that are provided to protect children.

Integrate®—a system platform developed by CBCIH to serve as the integration engine for FSFN data and Centene/Sunshine Health data. It is also the platform for data collection applications from CBC Lead Agency staff, such as health risk assessment information.

Medicaid—a program authorized by Title XIX of the Social Security Act. It is a state-administered health insurance program that is jointly funded by the Federal and State governments. Medicaid is an open-ended entitlement program, with states receiving federal reimbursement for every eligible claim they submit. Medicaid, as defined in Rule 59G-1.010, F.A.C., includes eligibility based on income for most groups using Modified Adjusted Gross Income (MAGI).

Standards

This procedure acknowledges that data exchange processes will be developed and implemented between Centene/Sunshine and CBCIH with the Brevard Family Partnership.

General Requirements:

The primary data exchange processes will be as follows:
- Member/Supplemental File
- Update File
- PCP/Provider File
- Reconciliation File
- HRA XML

Member/Supplemental File
The Member/Supplemental File shall consist of a pre-defined layout and schema of data fields to be received by CBCIH from Centene through a secure file transfer protocol (SFTP) process. The Member/Supplemental File shall serve as the initial reconciliation and validation file that associates members enrolled in the Child Welfare Specialty Plan to clients active in the FSFN system. The Member/Supplemental File shall be received and processed in accordance with timeframes specified in the business rules documentation.

The Member/Supplemental File shall be transmitted between Centene and CBCIH via secure file transfer protocol (SFTP) processes established in the final business rules documentation.

The SFTP transfer processes shall be monitored electronically through automated scripting that automatically processes new and changed files at prescribed frequencies and send email flag notifications to designated staff if the process doesn't run within those prescribed frequencies.

Update File
The Update File shall consist of pre-defined fields that contained updated FSFN information that is transmitted to Centene via established SFTP processes. The Update File shall provide new, changed, or deleted FSFN data from the Member/Supplemental File.

The Update File shall be transmitted between Centene and CBCIH via secure file transfer protocol (SFTP) processes established in the final business rules documentation.

The SFTP transfer processes shall be monitored electronically through automated scripting that automatically processes new and changed files at prescribed frequencies and send email flag notifications to designated staff if the process doesn't run within those prescribed frequencies.

PCP/Provider File
The PCP/Provider File shall consist of pre-defined fields that contain data on participating primary care physicians in the Sunshine Health network. The PCP/Provider File shall be transmitted by Centene to CBCIH via established SFTP processes. The PCP/Provider File shall be used to populate the CBCIH data mart linked to front-end web applications.

The PCP/Provider File shall be transmitted between Centene and CBCIH via secure file transfer protocol (SFTP) processes established in the final business rules documentation.

The SFTP transfer processes shall be monitored electronically through automated scripting that automatically processes new and changed files at prescribed frequencies and send email flag notifications to designated staff if the process doesn't run within those prescribed frequencies.

Reconciliation File
The Reconciliation File shall consist of pre-defined fields that contain error codes used to validate and reconcile data exchange processes between Centene and CBCIH. The Reconciliation File shall be transmitted by Centene to CBCIH via established SFTP processes.

The PCP/Provider File shall be transmitted between Centene and CBCIH via secure file transfer protocol (SFTP) processes established in the final business rules documentation.

The SFTP transfer processes shall be monitored electronically through automated scripting that automatically processes new and changed files at prescribed frequencies and send email flag notifications to designated staff if the process doesn't run within those prescribed frequencies.

HRA XML
The HRA XML shall consist of a payload provided by CBCIH to Centene via established web services. The payload shall supply completed HRA data from the CBCIH Integrate® HRA web application.

The HRA XML transfer processes shall be monitored electronically through automated scripting that automatically processes new and changed files at prescribed frequencies and send email flag notifications to designated staff if the process doesn't run within those prescribed frequencies.

Associated Forms & Attachments   None

BY DIRECTION OF THE CHIEF EXECUTIVE
OFFICER:

(signature)

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PHILIP J. SCARPELLI
Chief Executive OFFICER
Brevard Family Partnership Family of Agencies

APPROVAL DATE: 3/20/2020