
7. TIMEFRAME AND SCHEDULES

A. Introduction

- A. The following pages document processing schedules and timelines which must be adhered to for IEHP COB plans. These schedules include:
1. Eligibility Data File Transmission Schedule
 2. Encounter Data File Due Date Schedule
 3. Capitation Data File Transmission Schedule
- B. Eligibility data files are placed on the Secure File Transfer Protocol (SFTP) server. A full monthly file is provided by the 1st 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 SFTP server within three (3) days of transmission by IEHP. IPAs are required to submit eligibility lists to their contracted PCPs by the 5th and 15th of each month for the current months' enrollment.
- C. 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.
- D. Capitation Summary and Detail files are placed on the SFTP server by the 1st of each month for the prior month's capitation. Capitation is based on the Provider enrollment as of the 15th day of each month.

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B. Eligibility Data File Transmission Schedule

The following schedule outlines when eligibility files are available to Providers for review. Eligibility files must be picked up within three (3) days of file transmission.

Calendar Month	MONTHLY Eligibility File (full file)	FIRST WEEKLY Eligibility File (updates only)	SECOND WEEKLY Eligibility File (updates only)	THIRD WEEKLY Eligibility File (updates only)
	RUN DATE	RUN DATE	RUN DATE	RUN DATE
Jan 2018	01/01/2018	01/08/2018	01/15/2018	01/22/2018
Feb 2018	02/01/2018	02/09/2018	02/16/2018	02/23/2018
Mar 2018	03/01/2018	03/09/2018	03/16/2018	03/23/2018
Apr 2018	04/01/2018	04/09/2018	04/16/2018	04/23/2018
May 2018	05/01/2018	05/11/2018	05/18/2018	05/25/2018
Jun 2018	06/01/2018	06/08/2018	06/15/2018	06/22/2018
Jul 2018	07/01/2018	07/10/2018	07/16/2018	07/23/2018
Aug 2018	08/01/2018	08/10/2018	08/17/2018	08/24/2018
Sep 2018	09/01/2018	09/07/2018	09/14/2018	09/21/2018
Oct 2018	10/01/2018	10/08/2018	10/15/2018	10/22/2018
Nov 2018	11/01/2018	11/09/2018	11/16/2018	11/23/2018
Dec 2018	12/01/2018	12/07/2018	12/14/2018	12/21/2018
Jan 2019	01/01/2019	01/11/2019	01/18/2019	01/25/2019

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C. Encounter Data File Due Date Schedule

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.

Date Encounter Data Due To IEHP	File Name Due (Assessed for Validity)	Month of Service Assessed for Adequacy	Final Date Corrected Errors Due to IEHP
01/02/2017	[id]0117[m or h]001.enc	Sep-2016	01/31/2017
02/01/2017	[id]0217[m or h]001.enc	Oct-2016	02/28/2017
03/01/2017	[id]0317[m or h]001.enc	Nov-2016	03/31/2017
04/03/2017	[id]0417[m or h]001.enc	Dec-2016	04/30/2017
05/01/2017	[id]0517[m or h]001.enc	Jan-2016	05/31/2017
06/01/2017	[id]0617[m or h]001.enc	Feb-2017	06/30/2017
07/03/2017	[id]0717[m or h]001.enc	Mar-2017	07/31/2017
08/01/2017	[id]0817[m or h]001.enc	Apr-2017	08/31/2017
09/01/2017	[id]0917[m or h]001.enc	May-2017	09/30/2017
10/02/2017	[id]1017[m or h]001.enc	Jun-2017	10/31/2017
11/01/2017	[id]1117[m or h]001.enc	Jul-2017	11/30/2017
12/01/2017	[id]1217[m or h]001.enc	Aug-2017	12/31/2017
01/02/2018	[id]0118[m or h]001.enc	Sep-2017	01/31/2018
02/01/2018	[id]0218[m or h]001.enc	Oct-2017	02/28/2018
03/01/2018	[id]0318[m or h]001.enc	Nov-2017	03/31/2018
04/02/2018	[id]0418[m or h]001.enc	Dec-2017	04/30/2018
05/01/2018	[id]0518[m or h]001.enc	Jan-2017	05/31/2018
06/01/2018	[id]0618[m or h]001.enc	Feb-2018	06/30/2018
07/02/2018	[id]0718[m or h]001.enc	Mar-2018	07/31/2018
08/01/2018	[id]0818[m or h]001.enc	Apr-2018	08/31/2018
09/03/2018	[id]0918[m or h]001.enc	May-2018	09/30/2018
10/01/2018	[id]1018[m or h]001.enc	Jun-2018	10/31/2018
11/01/2018	[id]1118[m or h]001.enc	Jul-2018	11/30/2018
12/03/2018	[id]1218[m or h]001.enc	Aug-2018	12/31/2018
01/02/2019	[id]0119[m or h]001.enc	Sep-2018	01/31/2019

***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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D. Capitation Data File Transmission Schedule

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

Capitation Month	File Transferred
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

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E. Claims Manifest Daily File

- A. IEHP requires the submission of a daily manifest report containing a list of all 837 I and 837P Claim files. Below is a sample of the Daily Manifest template that is available on the IEHP SFTP [\TP ID\5010\Manifest](#)

1	SubmitterID	FileName	DateSent	Number of Claims	Total Billed Amount	Number of Files	Number of Srv Lines	Ck_Sum	ScanDate IF_APL	ProcessDate IF_APL	MRD_Date IF_APL	Number_Rejected IF_APL
2	SSI	SSII010217.837.PGP	01/02/17	5,000	\$150,000.00	1	1200	8785641023654785444125305879965841203658				
3	SSI	SSII010217B.837.PGP	01/02/17	4,500	\$155,120.61	1	5000	8785641023654785444125305879965841203659				
4	SSI	SSIP010217.837.PGP	01/02/17	7,000	\$120,000.21	1	1000	8785641023654785444125305879965841203660				
5	SSI	SSIP010217B.837.PGP	01/02/17	6,000	\$98,785.51	1	10000	8785641023654785444125305879965841203661				
6	IMG	IMGP2016363_100825.PGP	01/02/17	10,000	\$180,951.25	1	250000	8785641023654785444125305879965841987654	12/30/16	12/30/16	12/27/16	8
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Naming Conventions

- A. The naming convention for Manifest EDI Claim submissions consists of the following:
1. All file names start with the Provider's three (3) digit Submitter ID number.
 2. The 4th, 5th character is 'MF' for Manifest report.
 3. The 6th through 11th characters for the date the Manifest file was created, MMDDYY.
 4. The extension must be **MF.PGP** to identify the Manifest submitted by the Clearinghouse/Trading Partner.