User Guide
for Waiver Programs
Submitting Encounter Records
into the LTCare
Information Exchange System (IES)

WISCONSIN DEPARTMENT *of* HEALTH SERVICES

Division of Medicaid Services
P-01866 (08/2017)

Table of Contents

Table of Contents

INTRODUCTION

Purpose of this Guide

The User Guide for Waiver Programs Submitting Encounter Records into the LTCare Information Exchange System (IES) will assist you in the operation of this application. It will guide you through all the steps needed to submit a monthly encounter batch submission.

This user guide is divided into three sections:

I. **Introduction** – Provides general information about the LTCare IES application.

II. **Submitting Encounter Data** - Gives step-by-step instructions on how to perform the tasks necessary to submit and validate a submission.

III. **Appendix** – Important reference materials.

This manual provides information on using the LTCare IES application. If you would like to know more about the LTCare IES technical specifications or business requirements, please refer to the "Implementation Guide for Waiver Programs Submitting Encounter Records into the LTCare Information Exchange System (IES). The Implementation Guide is written for the claims processor and contains the adjustment process and how to report fraud, abuse, and waste.

If you have questions about the use of the LTCare IES application, please contact:
dhsltcareencounterhelp@dhs.wisconsin.gov

Overview of the LTCare IES Application

The LTCare IES application accepts regularly scheduled data transfers from each MCO (Managed Care Organization) or agency (referred collectively as MCO/agency) to the state. These monthly data transfers yield timely information for reporting and analysis. All file submissions, report viewing, and administration activities can be done from a standard web browser.

In summary, this data collection and verification utility:

- Accepts claims and non-claims data directly from MCO/agency business systems.
- Allows for the transfer of compressed files via an SSL website for secure transmission.
- Provides diagnostic feedback to MCOs/agencies regarding quality of transmitted data.
- Assists MCOs/agencies in achieving and maintaining the Healthcare Insurance Portability and Accountability Act (HIPAA) data compliance.
- Allows MCOs/agencies to correct data anomalies either by resubmission or through adjustment transactions.
- Moves certified data from the IES application into the data warehouse to be queried and analyzed.

Each MCO/agency (or a subcontracted entity) submits a regularly scheduled XML file into the IES application. (The Implementation Guide outlines XML file construction.) Once submitted, the XML file passes through a series of parser and content edits based on the business rules. Differing levels of edit (error) checking occur within the application to verify the submission and validate data fields for correctness of length, format, etc. Parser edits must be corrected before the content edits are applied.

It is possible that an entire submission will be deleted due to an unknown error. You will be sent an email message shown here as Figure 1. When a file is deleted, it often occurs because information in the header or some other section of the file was not "well-formed." Review the file for formatting errors, correct errors, and resubmit.

Figure 1: File Deleted Email

Subject: File deleted due to error, submission ID 40695

This file was submitted on 04/21/2017

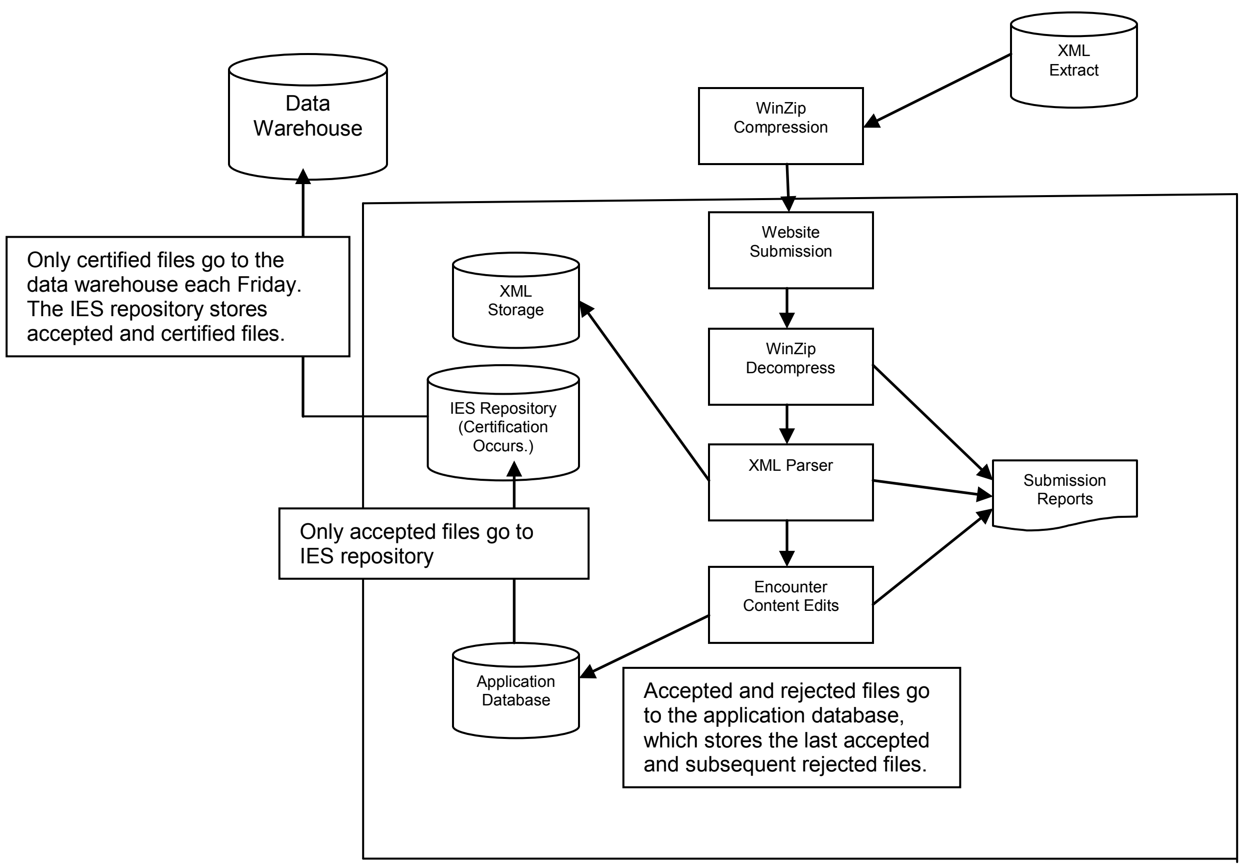
SUBMISSION ID: 40695
NAME OF FILE SUBMITTED: TestXMLTest.xml
It was deleted based on the error(s) below and as a consequence of those error(s), the application cannot conclusively determine the owner of the file. A Submission Status Report could not be created.
Error(s) for this submission:

Unknown error

An entire submission is rejected when certain critical errors are found. This is referred to as a "batch reject error." The report has a submission number and lists the edit error number and the record(s) that failed that particular edit. These reject errors restrict invalid data from acceptance and warning errors help the MCO/agency manage its data. The batch-rejected errors must be corrected.

A batch is considered accepted when no batch reject errors occur. A warning may be given to alert the MCO/agency of a possible problem or of a change. The change may elevate a warning to a batch reject. For instance, a warning may inform the MCO/agency that the member/recipient is not eligible. The MCO/agency can check eligibility status. Accepted files must be certified before they will be loaded into the data warehouse.

Figure 2: LTCare IES Process Flow



Defining an Encounter

Encounter records are detailed records of events or services provided to members of the MCO/agency. An encounter record requires a separate and unique record for each service. There are two types of transactions: Encounter claims transactions and non-claims transactions.

Encounter claims transactions include a service or item provided to a member through the case management plan, including direct and/or indirect services. Examples are durable medical equipment, case management, personal care services, personal emergency response system (PERS), transportation services, or Meals on Wheels.

Encounter non-claims are transactions for which the MCO/agency holds professional or administrative responsibility, such as collection of:
- A cost share amount due to the MCO.
- A voluntary contribution.
- Room and board payments.

Multiple encounters may occur between a provider and a recipient during a single day. For example, if supportive home care, personal care service, and chore services are all provided on a given day, the MCO/agency will report three encounter records because the services are described by different procedure codes. If the same service (same procedure code) was provided on the same day by different rendering providers, it would also be two encounters. If the same service (same procedure code) is provided by the same rendering provider on a single day, the MCO/agency can submit one encounter record with the appropriate number of units.

The source of most of the encounter data is the MCO/agency claims systems, but encounter data can have other sources, such as accounts receivable. In addition to reporting service encounters, MCOs/agencies are required to report collections of cost share, room and board payments, and voluntary contributions.

Purpose of Encounter Data Collection

The LTCare IES reporting process provides a consistent data collection and validation utility to gather data to:

- Update and evaluate service costs for business or operation management.
- Calculate capitation payment rates.
- Provide a source of data for federal reporting.
- Monitor program integrity (i.e., service utilization, access to care).
- Conduct research.
- Evaluate and monitor the quality of care.
- Ensure adherence to the contract between the Department of Health Services (DHS) and the MCO/agency.
- Improve the program’s effectiveness.

Obtaining Access to the LTCare IES Application

- Each MCO/agency has an LTCare IES administrator who can set up new users with their appropriate permission level. See your administrator for the user request process.
- You can contact the help desk at DHSLTCareEncounterHelp@dhs.wisconsin.gov and request the name of your administrator
- Once your administrator establishes you as a user, you will receive an email with your temporary password.

Figure 3: Notification of Temporary Password

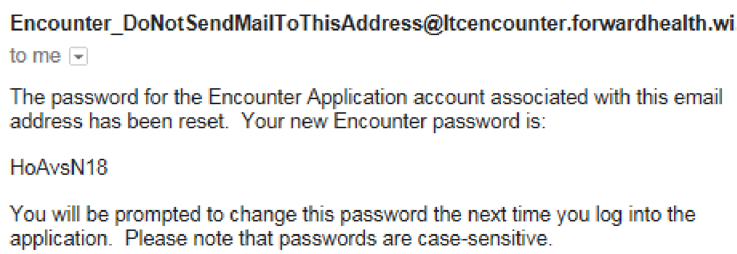


Figure 4: Enter Your User ID and Temporary Password

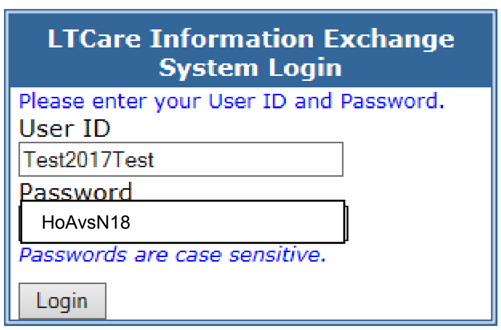


Figure 5: Change Password Process—Enter Your Username, Temporary Password, and New Password Twice

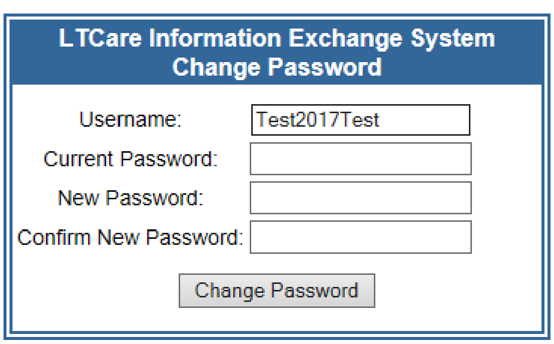
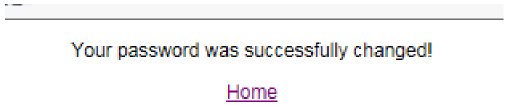


Figure 6: Notification That Your Password Has Been Successfully Changed!



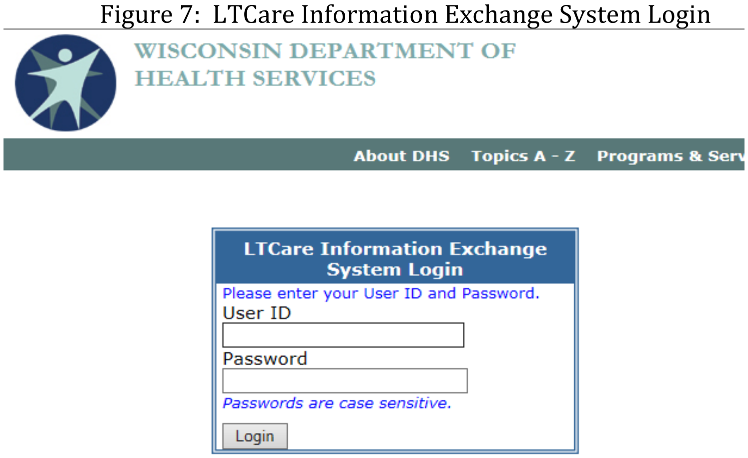
How to Use the LTCare IES Application

Logging On and Off the LTCare IES

To Log On

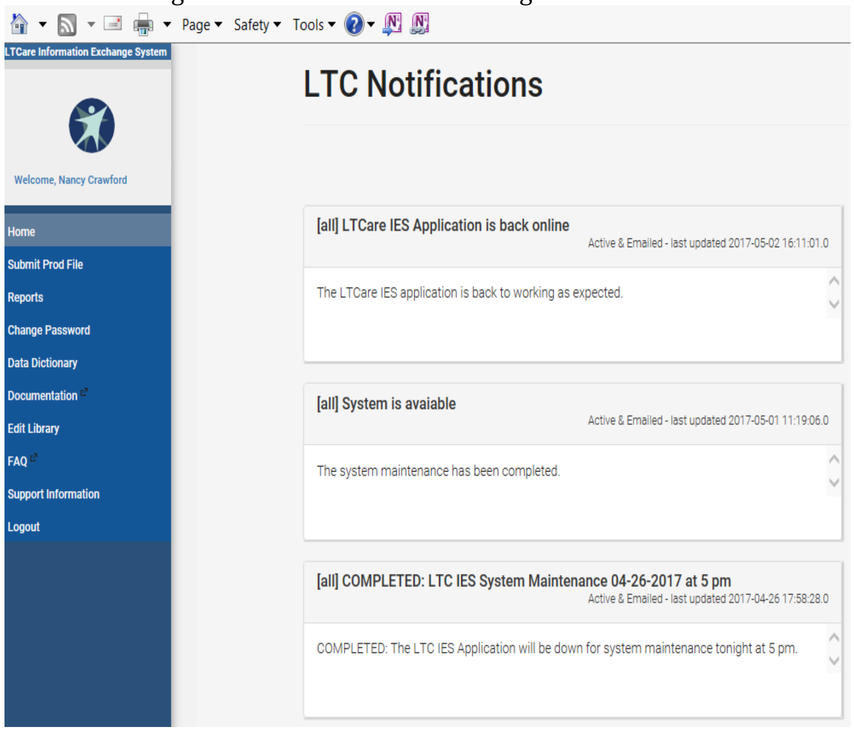
1. Open the web browser on your workstation and position your cursor at the address line.
2. Type in the following URL and Press <ENTER>
   https://ltcareies.forwardhealth.wi.gov/ltcareIES/secureLogin.html
3. You will see the following screen (Figure 7):

Figure 7: LTCare Information Exchange System Login



In the User ID field, enter the user ID (username) you chose. In the Password field, enter your password. Then click on the **Login** button and you will see the following home page screen (Figure 8):

Figure 8: Home Page with Menu Panel and Messages



You are now logged onto the LTCare IES application where you can submit your encounters or log off when your work is completed.

To Log Off:

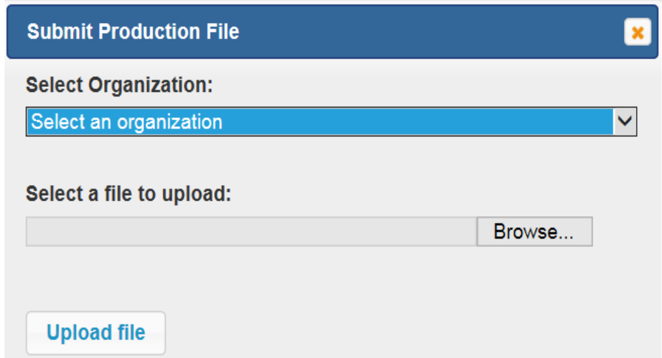
On the left-hand side of the main screen, you see the menu. In order to log off the system, please click on the hyperlink that says "**Logout.**" Once this is completed, you are logged off.

Submit an XML File

1. Log on to the LTCare IES application (see Section II-A). (Figure 7)
2. After you log in, you will see the home page with the menu. Different users have different menu options.

   The menu options are listed on the left side of the screen. To submit an encounter file, please click on the hyperlink: "**Submit Prod File.**"

Figure 9: Select the Organization to Submit Your Production File



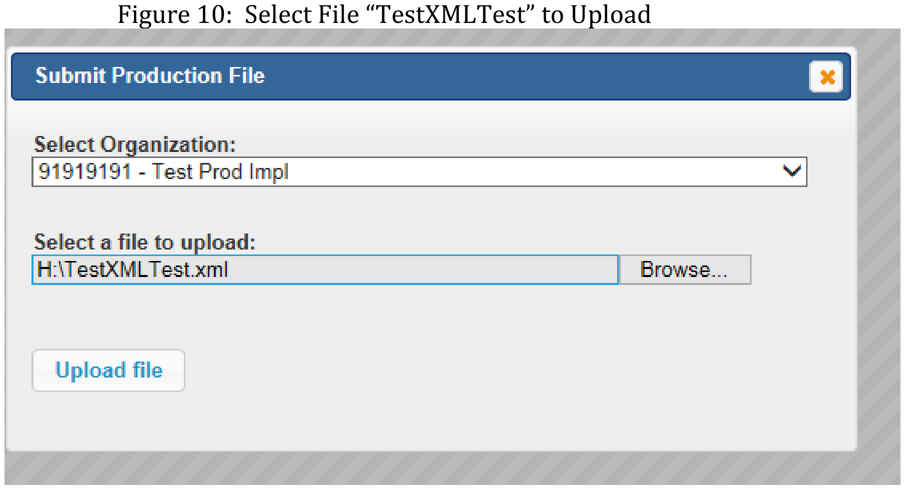
Please note the following in the “Select Organization” drop-down field.

- If your user ID is associated with only one organization (e.g., a single Submitter Organization ID number), your organization prepopulates for you.
- If your user ID is associated with multiple organizations, choose the appropriate organization from the drop-down menu that corresponds to the XML file you are submitting.

After you click “Browse,” choose the file from its location.

In the following illustration, the file **“**TestXMLTest**”** is selected. Click on the button that says **Upload file.**

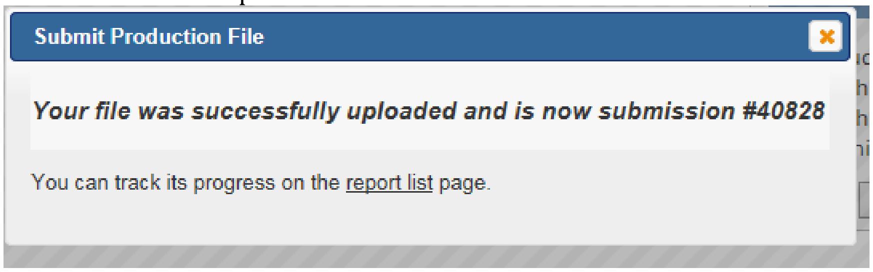
Figure 10: Select File “TestXMLTest” to Upload



NOTE: Zipped files will upload more quickly than non-zipped files.

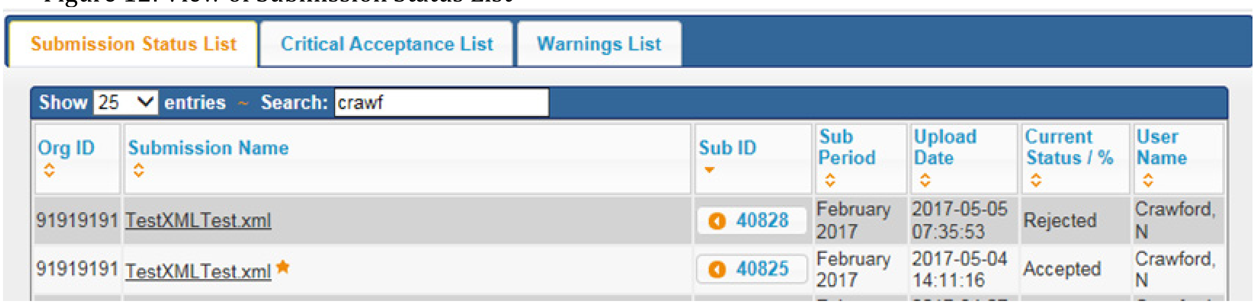
Shortly, you will receive a notice that your file was successfully uploaded with a submission number that can be tracked on the report list page.

Figure 11: Successful File Uploaded Notification



Click **Reports** from the home menu panel and track your report on the Submission Status List. You may see a percentage completion status.

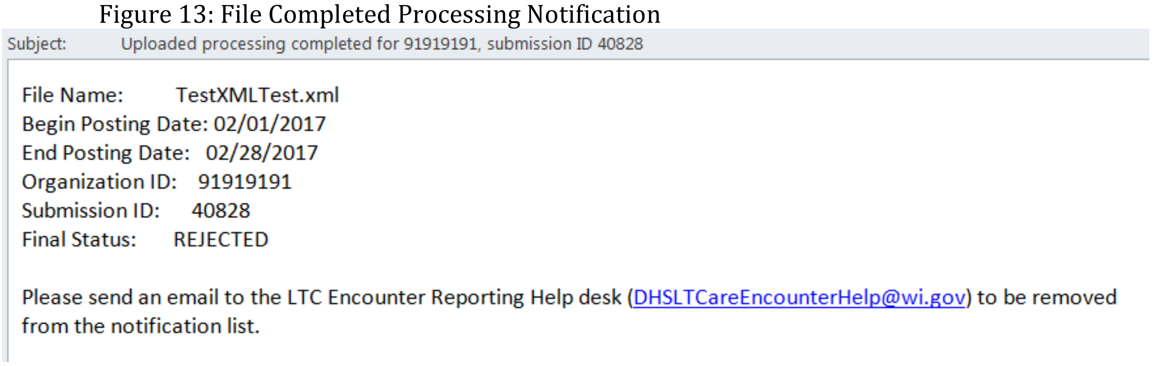
Figure 12: View of Submission Status List



Org ID	Submission Name	Sub ID	Sub Period	Upload Date	Current Status / %	User Name
91919191	TestXMLTest.xml	40828	February 2017	2017-05-05 07:35:53	Rejected	Crawford, N
91919191	TestXMLTest.xml	40825	February 2017	2017-05-04 14:11:16	Accepted	Crawford, N

When the file has completed processing, you will receive an email notification.

Figure 13: File Completed Processing Notification



Subject: Uploaded processing completed for 91919191, submission ID 40828

File Name: TestXMLTest.xml
Begin Posting Date: 02/01/2017
End Posting Date: 02/28/2017
Organization ID: 91919191
Submission ID: 40828
Final Status: REJECTED

Please send an email to the LTC Encounter Reporting Help desk (DHSLTCareEncounterHelp@wi.gov) to be removed from the notification list.

You have now successfully submitted your XML file to LTCare IES!

Review Error Reports

Click the "**Reports**" link on the left-hand column of the home page menu to view the submission status of available reports, which includes edit errors.

The column names and descriptions are shown here.

Org ID: The organization's ID as listed in the header section

Submission Name: The name of the file that was submitted.

Sub ID: This is the unique submission number assigned by the LTCare IES application.

Sub Period: This is the submission period of your file (CCYY-MM format).

Upload Date: This is the date and time the file started uploading (CCYY-MM-DD HH:MM:SS format).

Current Status: The current status of a file in the submission process. It is one of the following: To refresh the status, click the "GO" button.

User Name: Name of the user who last performed an action on the file (submitted or certified).

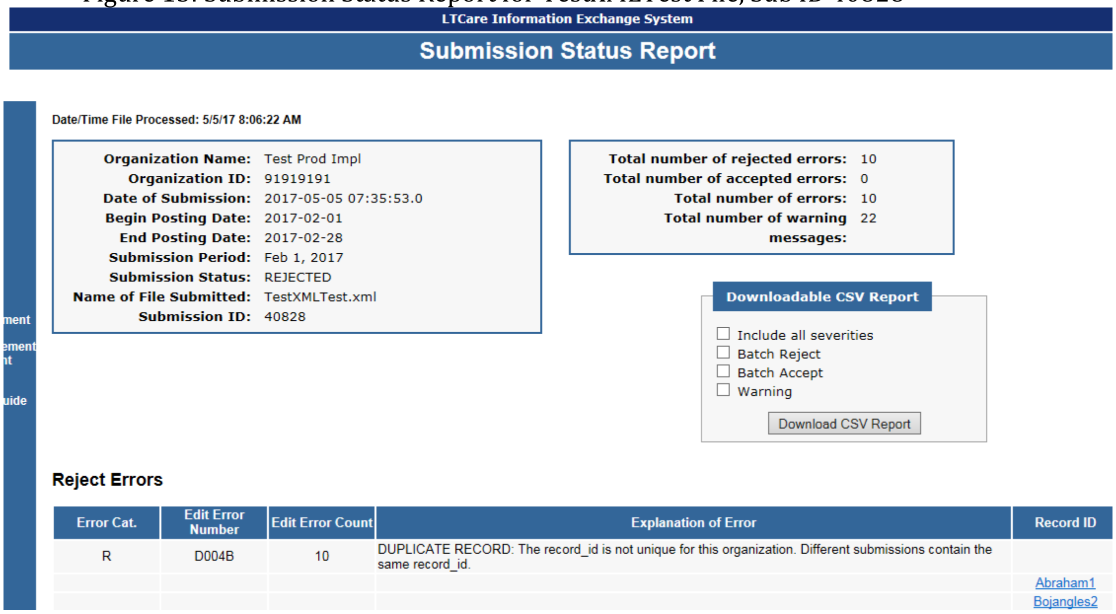
Click the file's Sub ID Number in the Submission Status List to view the XML file.

Figure 14: XML File


```
  <?xml version="1.0" encoding="UTF-8"?>
- <submission xsi:schemaLocation="http://www.wisconsinedi.org https://ltcencounter.forwardl
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" iris:submission_type="production
  xmlns="http://www.wisconsinedi.org">
  - <header_record>
      <submitter_organization_id>29000000</submitter_organization_id>
      <submission_date>2016-03-30</submission_date>
      <begin_posting_date>2016-02-01</begin_posting_date>
      <end_posting_date>2016-02-29</end_posting_date>
      <number_of_records_transmitted>1</number_of_records_transmitted>
    </header_record>
  - <detail_record record_id="1001">
      <billing_provider_last_name>GT Independence</billing_provider_last_name>
      <claim_status>P</claim_status>
      <claim_type>PR</claim_type>
      <data_source>01</data_source>
      <medicare_paid_amount>0.00</medicare_paid_amount>
      <member_share>N</member_share>
      <original_id>1001</original_id>
      <other_payer_paid_amount_primary>0.00</other_payer_paid_amount_primary>
      <other_payer_paid_amount_secondary>0.00</other_payer_paid_amount_secondary>
      <paid_amount>180</paid_amount>
      <place_of_service>12</place_of_service>
      <posting_date>2016-02-05</posting_date>
      <receipt_date>2016-02-03</receipt_date>
      <recipient_first_name>John</recipient_first_name>
      <recipient_id>0123456789</recipient_id>
      <recipient_last_name>Doe</recipient_last_name>
```


Click the report name to obtain the Submission Status Report.

Figure 15: Submission Status Report for TestXMLTest File, Sub ID 40828



LTCare Information Exchange System

Submission Status Report

Date/Time File Processed: 5/5/17 8:06:22 AM

Organization Name:	Test Prod Impl
Organization ID:	91919191
Date of Submission:	2017-05-05 07:35:53.0
Begin Posting Date:	2017-02-01
End Posting Date:	2017-02-28
Submission Period:	Feb 1, 2017
Submission Status:	REJECTED
Name of File Submitted:	TestXMLTest.xml
Submission ID:	40828

Total number of rejected errors:	10
Total number of accepted errors:	0
Total number of errors:	10
Total number of warning messages:	22

Downloadable CSV Report

- Include all severities
- Batch Reject
- Batch Accept
- Warning

Download CSV Report

Reject Errors

Error Cat.	Edit Error Number	Edit Error Count	Explanation of Error	Record ID
R	D004B	10	DUPLICATE RECORD: The record_id is not unique for this organization. Different submissions contain the same record_id.	
				Abraham1
				Bojangles2

If you want to view all reports for a specific organization, enter the organization's Sub ID in the search box from Figure 12. You will see all the files for your organization that have not been purged or sent to the data warehouse. The default of what reports you see is the Submitter Organization IDs with which you are associated.

When you click any record ID in the record ID column (above) you obtain the details of that record and can check the data in a specific field.

Figure 16: Data Elements for a Specific Record, Abraham1

Data elements for record Abraham1 Print

Element Name	Submitted Value
ADMITTING_DIAGNOSIS_CODE	F90.1
AGNCY_ID	91919191
ALLOWED_AMOUNT	233.04
BILLING_PROVIDER_ID	1666655570
BILLING_PROVIDER_ID_QUALIFIER	XX
BILLING_PROVIDER_LAST_NAME	Midwest HOMECARE CORP
CHARGES	233.04
CLAIM_STATUS	P
CLAIM_TYPE	PR
DATA_SOURCE	01
DCN_PRIMARY	2727802780
DIAGNOSIS_CODE_PRINCIPAL	F90.1
MEDICARE_PAID_AMOUNT	0
MEMBER_SHARE	N
ORIGINAL_ID	Abraham1
OTHER_PAYER_PAID_AMOUNT_PRIMARY	0
OTHER_PAYER_PAID_AMOUNT_SECONDARY	0
PAID_AMOUNT	233.04
PLACE_OF_SERVICE	12
POSTING_DATE	2017-02-01
PRIOR_AUTH_NUMBER	88894
PROCEDURE_CODE	T1025
QUANTITY	8
RCRD_ID	Abraham1
RECEIPT_DATE	2016-10-04
RECIPIENT_BIRTH_DATE	2003-05-18
RECIPIENT_FIRST_NAME	JOSEPH
RECIPIENT_ID	4345674411
RECIPIENT_LAST_NAME	Jones
RECIPIENT_MIDDLE_NAME	T
RECORD_ID	Abraham1
RECORD_TYPE	O
RENDERING_PROVIDER_ID	512227193
RENDERING_PROVIDER_ID_QUALIFIER	24
RENDERING_PROVIDER_LAST_NAME	Midwest HOMECARE CORP
SERVICE_DATE_FROM	2016-09-21
SERVICE_DATE_TO	2016-09-21

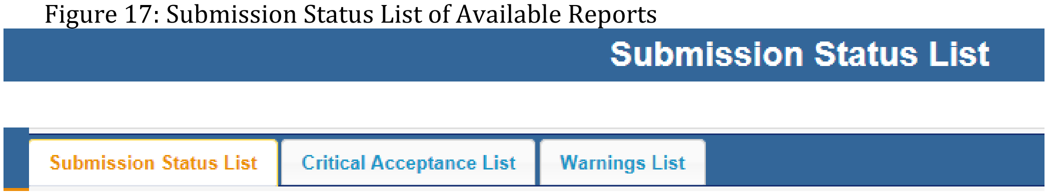
You can also use the Submission Status list (Figure 12) to monitor the progress of submissions being validated. The “Current Status / %” field displays the disposition of your files. See the Current Status list below for details.

Current Status List:

- **Uploading File**—File is being uploaded to the Encounter application.
- **Parsing File** –XML file is being parsed.
- **Content Editing/% complete**—This is the longest leg of processing. We show % complete for monitoring purposes.
- **Evaluating**—Determining “Accepted” or “Rejected” based on results of content editing.
- **Transferring**—Data is being written to the database.

- **Accepted**—With the exception of the accepted and warning errors.
- **Rejected**—The file must be corrected and resubmitted.
- **Certified**—File has been certified. (Accepted files must be manually certified.)
- **Three reports are available from the Reports tab**—“Submission Status Listing,” “Warnings Listing,” or “Critical Acceptance Listing.” The default is “Submission Status Listing.” A summary explanation of each report follows:

Figure 17: Submission Status List of Available Reports



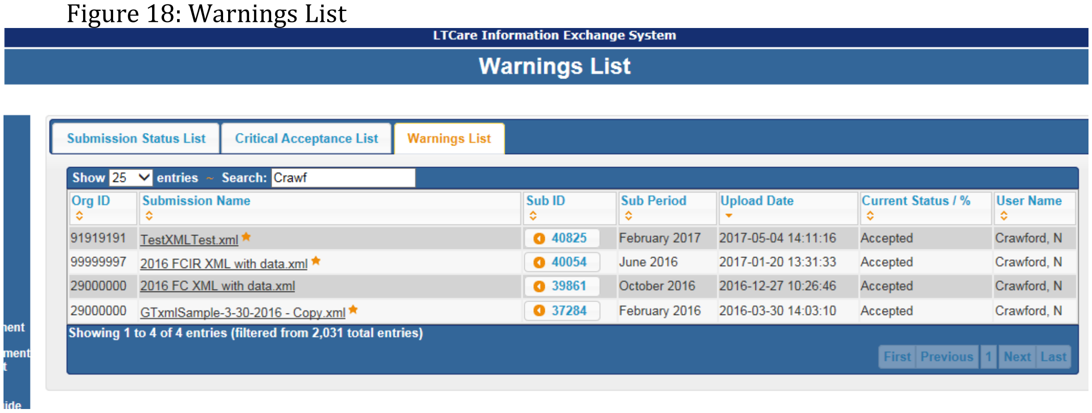
Submission Status Listing: All errors and warnings are listed.
- This report list is updated after every submission.
- Each report is specific to a submission.

Warnings Listing: Warning messages
- This report list is updated after the latest submission status equals “Accepted.”
- Each report is specific to a submission.
- These reports only show warnings. The “Warning” status can be used to alert submitters of an upcoming edit severity change. The warning tells the submitter that something may be wrong with the data in this record.

Critical Acceptance Listing: Aging of Batch Accept Errors
- This report list is updated after the latest submission status equals “Accepted.”
- Each report is an aging report and shows all batch accept errors that exist after that submission.
- The Critical Acceptance Listing Report is rarely used and may be eliminated or changed to make the reports more meaningful. The User Guide will be updated once the decision is made.

Warnings Report Listing Screen
The Warning Report Listing screen gives you access to all your reports that have warnings. You will only see files with **Accepted** or **Certified** Status listed on this screen.

Figure 18: Warnings List



Managing XML Submissions

Purging Encounter Submissions

The purge function allows you to delete a submission or a sequence of submissions. An accepted file must be purged before a replacement file can be submitted.

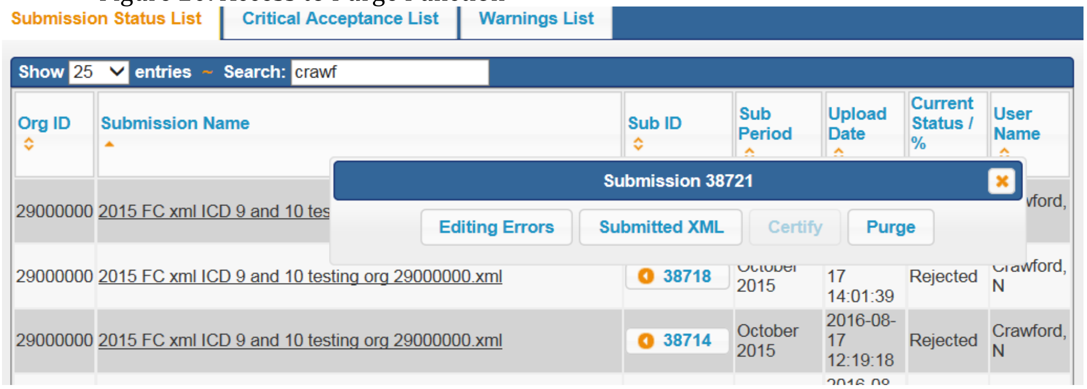
Important things to know about purging Encounter submissions:

- Once a file is purged, it cannot be restored. It must be resubmitted.
- Since files are processed sequentially, purging a file will automatically purge all existing files with a higher submission ID number for that organization in addition to the selected file.
- Once a submission is certified, it cannot be purged. A request must be made to the help desk to change the status from certified to accepted and then the organization can purge the file. If the file is already loaded into the data warehouse, there is a built-in feature in the load process to remove the data from the warehouse. Only users authorized for purging are allowed to perform this function.

How to Purge Files

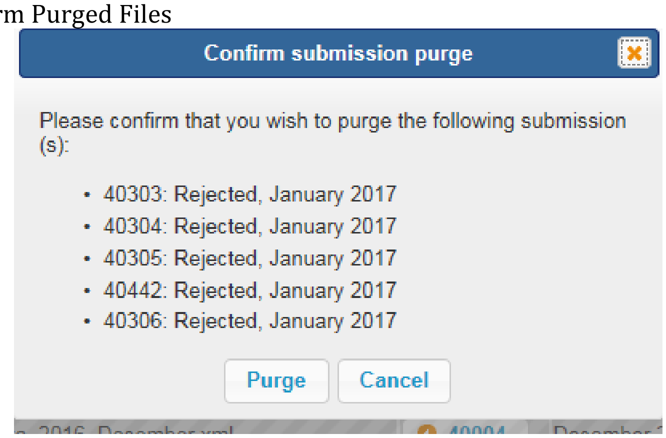
To view available reports, click the “**Reports**” link on the left-hand column of the main menu. You are taken to the Submission Status List. Click the number of the file under Sub ID and you will see this screen.

Figure 20: Access to Purge Function



1. When you are satisfied that you have selected the proper file(s) to purge, click the "**Purge**" button at the bottom of the screen. A confirmation panel displays the files that will be purged after you confirm by hitting the Purge button.

Figure 21: Confirm Purged Files



Organization-associated users will also receive an email notification that the file(s) were purged. Subject of the email **is "File Purge Completed for 29002000.**" The body of the email shows relevant information regarding the file.

Figure 22: Email Confirmation of Purged Files

Subject: File Purge Completed for 29002000

FILE Name: PACE test APR MS DRG V2.xml
BEGIN Posting DATE: 01/01/2017
END Posting DATE: 01/31/2017
ORGANIZATION ID: 29002000
Submission ID: 40303
Final Status: REJECTED

FILE Name: PACE test APR MS DRG V2 Annie rec cor.xml
BEGIN Posting DATE: 01/01/2017
END Posting DATE: 01/31/2017
ORGANIZATION ID: 29002000
Submission ID: 40304
Final Status: REJECTED

FILE Name: PACE test APR MS DRG V2 Annie rec cor.xml
BEGIN Posting DATE: 01/01/2017
END Posting DATE: 01/31/2017
ORGANIZATION ID: 29002000
Submission ID: 40305
Final Status: REJECTED

FILE Name: PACE test APR MS DRG V2 Annie rec cor.xml
BEGIN Posting DATE: 01/01/2017
END Posting DATE: 01/31/2017
ORGANIZATION ID: 29002000
Submission ID: 40442

Effect on Encounter after Purging File(s):

- All encounter data associated with purged files will be deleted.
- The purged file will no longer appear on any report listing screens.
- Any Batch Accept errors that were corrected by an adjustment in the purged submission are re-flagged as an error.
- An audit trail of your purge activity is logged for reference.

Certifying an Encounter Submission

Once a file has an accepted status, the file is eligible for certification. Certification is the method used to communicate that the data in the file is accurate and complete for the reporting time period to the best of your knowledge. This is required by DHS per the Centers for Medicare and Medicaid Services (CMS) requirement 42 C.F.R. § 438.600. A certified file is considered the final submission for a reporting period

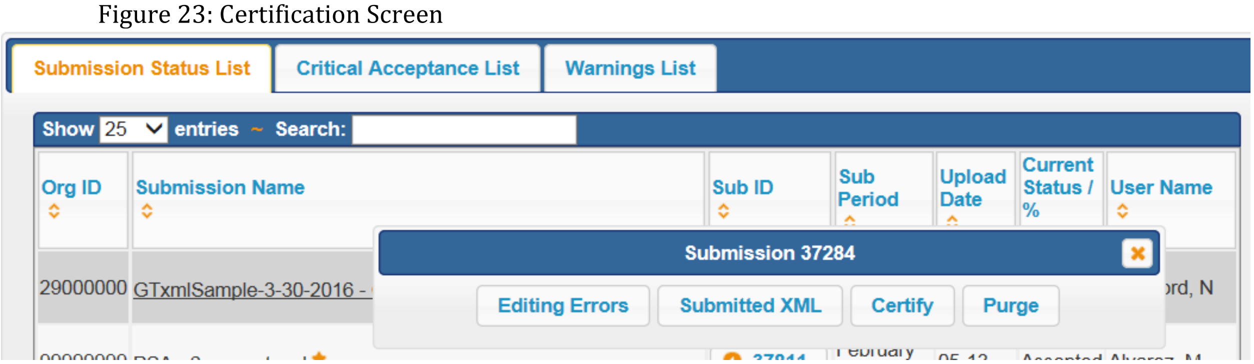
Important Things to Know about Certifying Encounter Submissions

- Once a file is certified, **it cannot be purged**. Any adjustments need to be made in subsequent submissions.
- The file must be certified to be eligible for the weekly load into the production data warehouse.
- Only users authorized to perform a certification are allowed to perform this function

How to Certify Files

1. To view available reports, click on the **Reports** link on the left-hand column of the main menu. You are taken to the Submission Status List shown in Figure 13. Select the organization whose submission needs certifying. Note that you can only certify Accepted submissions. If assigned to only one organization, it will default to that organization ID.

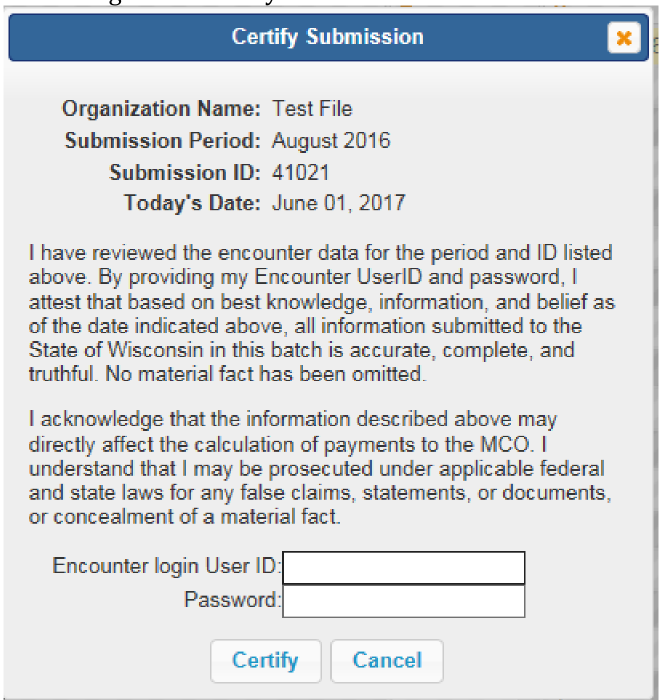
Figure 23: Certification Screen



Note: The application only allows certification of the oldest accepted file, which is identified by the gold star after the submission name.

2. Certify the file by clicking the Submission ID number of the file you want to certify. Then click the **Certify** button in the option menu bar. Upon clicking the button, the Certify Submission window (Figure 25) is displayed. The information displayed in the window is a summary of the complete certification form. Within the panel, enter your Encounter login User ID and password. Choose Certify to confirm the certification or Cancel to abandon the certification process.

Figure 24 Certify Submission Online



After clicking the **Certify** button, the submission status listing is refreshed with updated information. The current status of the file you certified now reads Certified. The certification flag identified by a gold star has now moved to the next accepted submission period, if there is one.

In addition to the Current Status change to Certified, the organization will also receive an email regarding the certification. The subject line of the email will read, “Certification complete for XXXXXXXX, (Organization Number) Mar 2017, (month, year) and submission ID 00000.” You can print the email and save it for your files.

Print File Status and Error Report from the Submission Status List Screen.

1. Place the cursor on the submission name file you want to print and click the report. A file management panel opens with the following options:

Figure 25: File Management Panel

2. Highlight “Print Target.”
3. A print dialogue window opens for you. Choose the appropriate printer, page range, number of copies and click “Print” or save in your file.
4. From the Submission Status List you can also print, download, or copy your editing errors or the submitted XML file.

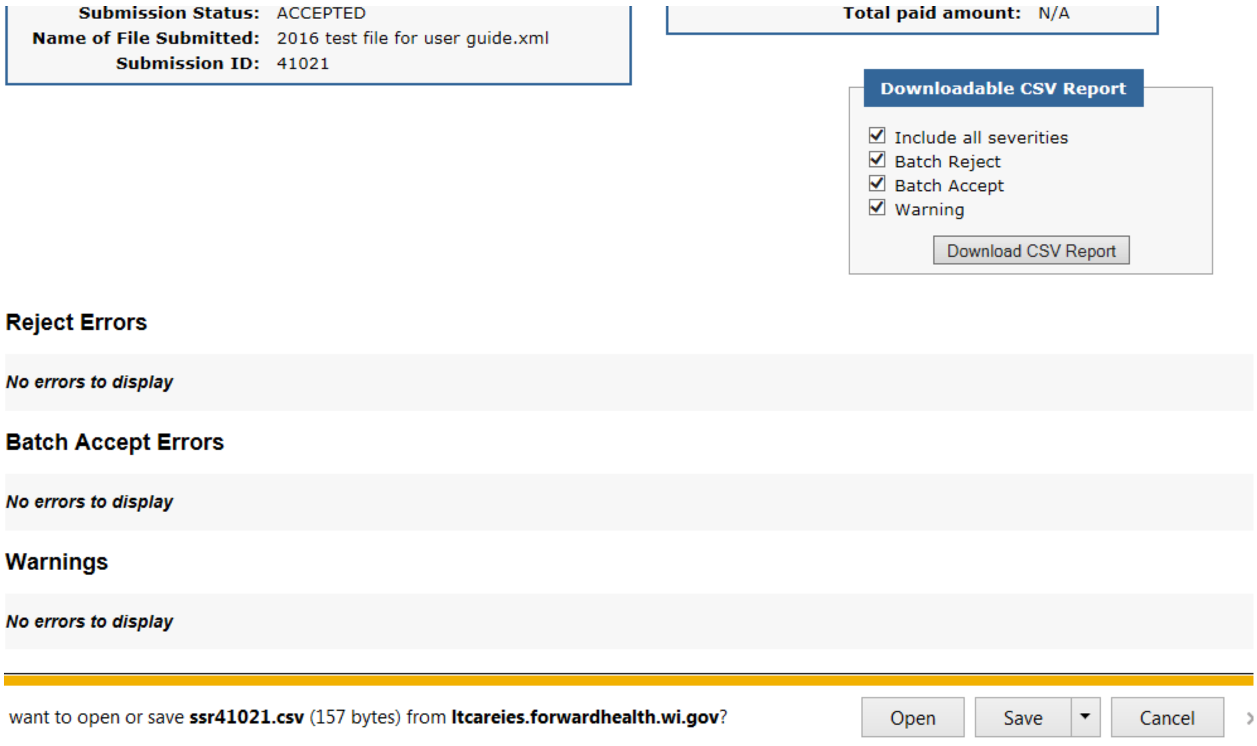
Create an Electronic Status and Error Report

1. From the Submission Status List screen, place your cursor on the submission name file you want to save and click the report. The file management panel (Figure 26) opens with the following options.
2. Highlight “Save Target As” and choose where you want it saved.
3. You may modify the filename, if you wish.
4. Since this is an HTML file, please leave the extension as “.html” and always save as an “HTML document.” Once you have chosen your settings, click “Save” to create an electronic version of the file.
5. When you receive a message panel saying, “Download Complete,” you may close the window.

Figure 26: Download Complete for Saved Electronic File

6. Another print option is to open the Submission Status Report and print it. You can also request a “Downloadable CSV Report” and then print or save the document.

Figure 27: Download of CSV Report



Messaging Within the LTCare IES

Email messages will be sent during the following processes:

- When the application has finished all edit processing.
- When the file is not able to be processed.
- When the application has finished a purge request.
- When the application has finished certifying a file.

Upon initial login: The LTCare IES displays the “Home Page Menu Panel” on the left quarter of the screen and the Message Center on the remainder of the screen. This is to make sure you always visit the Message Center.

Accessing On-line Documentation

Accessing Documentation
Select the “Documentation” link from the menu bar on the left side of the main menu. Clicking that link brings you to the Documentation area.

Figure 28: Documentation Menu

To open, save, and/or print a document, follow the steps outlined in this user guide.

Accessing Frequently Asked Questions (FAQ)

- Select the “FAQ” link from the menu bar on the left side of the main menu.
- Clicking that link brings you to the FAQ area.

APPENDIX A: REPORT EXAMPLES

Submission Status Report

Oct 11, 2016
Nancy Crawford

- Home
- Submit Prod File
- Reports
- Change Password
- Data Dictionary
- Documentation
- Edit Library
- Edit Management
- FAQ
- Send Notification
- Scheduled Reports
- Support Information
- User Management
- User Management Guide
- User Permissions
- Logout

version 4.4.8

Date/Time File Processed: 10/10/16 9:23:03 AM

Organization Name:	Family Care Test
Organization ID:	29000000
Date of Submission:	2016-10-10 08:54:26.0
Begin Posting Date:	2016-01-01
End Posting Date:	2016-01-31
Submission Period:	Jan 1, 2016
Submission Status:	REJECTED
Name of File Submitted:	Baseline Test renamed 29000000 Nancy.xml
Submission ID:	39115

Downloadable CSV Report

- ☐ Include all severities
- ☐ Batch Reject
- ☐ Batch Accept
- ☐ Warning

Download CSV Report

Total number of rejected errors:	1
Total number of accepted errors:	0
Total number of errors:	1
Total number of warning messages:	3

Reject Errors

Error Cat.	Edit Error Number	Edit Error Count	Explanation of Error	Record ID
D004B	D004B	1	DUPLICATE RECORD: The record_id is not unique for this organization. Different submissions contain the same record_id.	
				1001

Batch Accept Errors

No errors to display

Warnings

Error Cat.	Edit Error Number	Edit Error Count	Explanation of Error	Record ID
D030D	D030D	2	INFORMATIONAL DATA: Recipient ID is not valid.	
			Supplied Value '3983094770'	1001
			Supplied Value '3983094770'	1002
H000C	H000C	1	INVALID SEQUENCE. Current encounter submission does not sequentially follow the last accepted submission.	

Date/Time Report Displayed: 10/11/16 9:22:17 AM

Warnings List Report

Jun 1, 2017
Nancy Crawford

- Home
- Submit Prod File
- Reports
- Change Password
- Data Dictionary
- Documentation
- Edit Library
- Edit Management
- Parser Edits
- FAQ
- Send Notification
- Consortium Management
- Scheduled Reports
- Organization Management
- Provider Management
- Support Information
- User Management
- User Management Guide
- User Permissions
- Logout

Warnings

Error Cat.	Edit Error Number	Edit Error Count	Explanation of Error
M	D030D	58	INFORMATIONAL DATA: Recipient ID is not valid.
			The first 10 records are displayed (Complete List)
			Supplied Value "
			Supplied Value "
			Supplied Value "
			Supplied Value "
			Supplied Value "
			Supplied Value "
			Supplied Value "
			Supplied Value "
			Supplied Value "
			Supplied Value "
P	D018E	31	INVALID DATA. MA Billing Provider ID is not valid.
			The first 10 records are displayed (Complete List)
			Supplied Value i
			Supplied Value i
			Supplied Value i

Family Care Encounter Reporting --- Data Dictionary View (HEADER)

This document describes the various data elements contained in the encounter record you will extract and send to the State. The description includes things like data element name, length and data type. In addition, there is a brief definition of the data element as well as some of the validation rules Encounter Reporting will use to verify the data you send us. It's primarily intended as a technical document to assist the MCO IT personnel in creating an extract from your claims history data.

Data Element	Length	Type (AN, N, D, A, ANPlus, or ANDot)	Required Y=Yes, N=No, S=Situational	Default Value	ID#	Error Cat.
Begin Posting Date	10 Fixed	D (CCYY-MM-DD)	Y	None	H003	H
Data Element Description:	The beginning process date used to extract encounter records for the submission.					
Validation Rules:	Valid date format, valid month and valid day for that month. Must be equal to the first day of the posting month. Must be less than or equal to the current date.					
End Posting Date	10 Fixed	D (CCYY-MM-DD)	Y	None	H004	H
Data Element Description:	The ending process date used to extract encounter records for the submission.					
Validation Rules:	Valid date format, valid month and valid day for that month. Must be equal to the last day of the posting month. Must be the same year and month as the begin posting date.					
FC: Submission Type	10 Max	A	Y	None	H006	H
Data Element Description:	The submission type must be Production.					

Required Family Care Fields

Wisconsin Healthcare Account Quality Management System
Level 3 – Required Fields MEDS – DDES Encounter

1) **Service Delivery Type** — Service delivery type refers to the service deliver mechanism. Supported values for the service delivery type are:
   - PC Program Contract providers, and
   - NC Non-Program Contract providers.
2) **Submitter Organization ID** — This refers to the Medicaid MCO Provider ID assigned by MMIS.
3) **Data Source** — This identifies the source of the data.
4) **Record ID** — The unique Record ID assigned by the MCO. This identifier must have a sequencing property. This identifier must provide the ability to identify whether a given record precedes or follows another record.

Family Care Partnership Member Share XML Layout


```
<?xml version="1.0" encoding="UTF-8" standalone="no"?>
<submission pace:submission_type="Production" xmlns="http://www.wisconsinedi.org"
xmlns:pace="http://www.wisconsinedi.org" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation=" http://www.wisconsinedi.org http://www.wisconsinedi.org/schema/pace_submission.xsd">
<header_record>
    <submitter_organization_id>69000010</submitter_organization_id>
    <submission_date>2011-02-15</submission_date>
    <begin_posting_date>2011-01-01</begin_posting_date>
    <end_posting_date>2011-01-31</end_posting_date>
    <number_of_records_transmitted>1</number_of_records_transmitted>
</header_record>
<detail_record>
    <record_id>ABC00010</record_id>
    <billing_provider_last_name>Healthcare</billing_provider_last_name>
    <claim_status>P</claim_status>    Must be P for member share
    <data_source>03</data_source>
```

Content Edits for Family Care and Partnership

Wisconsin Healthcare Account Quality Management System
Level 3 – Family Care Content Edits
MEDS – LTCare Encounter Reporting 2.8.1

Edit Number	Error Category	Program Edit Level	Edit Description
D003D	R	Batch Reject	When Data Source is a valid Data Source (exists in the master lookup table) then it must be valid for this organization.
D003E	R	Batch Reject	Data Source must be found in the master lookup table.
D004B	R	Batch Reject	Duplicate Record ID's must not exist within different submissions.
D004E	R	Batch Reject	Record ID must begin with MCDA.
D004F	R	Batch Reject	Record ID must begin with WPS.
D004G	R	Batch Reject	Record ID must not begin with WPS or MCDA.
D005A	A	Batch Reject	When the Record Type equals O, the Parent Record ID must be null.
D005B	A	Batch Reject	When the Record Type = N or C, must provide data in the Parent Record field.

APPENDIX B: APPLICATION SUPPORT

LTCare Information Exchange System application is available 24/7. Encounter Reporting application support will be available from 8:00 p.m. to 4:00 p.m., Monday through Friday, excluding holidays.

If you have any questions or problems, please contact IES Support at dhsltcareencounterhelp@dhs.wisconsin.gov. If you need immediate assistance, you can call Nancy Crawford at 608-266-5835.

CHANGE LOG

Date	Changes	Changed By	Remarks/Reason
06/30/2007	Document is baselined at version 6. From now on, all changes will be implemented into the baseline document, and documented into the change log	Aziz Syed	One-time document baselining
10/12/2007	Page 29 item 7 of the implementation guide removed as well as the screen shot for this instruction: Security warning.	Ramona Johnson	
10/12/2007	Addition: Document the new user password functionality; new Encounter Password Feature.	Ramona Johnson	UID and password login procedure: user management new password functionality.
06/27/2008	Change DHFS to DHS	Sven P. Ahlstrom	Reflect Name change
02/27/2009	Updated Help Desk Email address.	Phyllis Schmoller	Changed per Bugzilla 2349
06/11/2009	Updated MEDS to IAD and replaced old screen prints.	Phyllis Schmoller	Ongoing changes.
05/03/2010	Updated submission due dates from the 15^{th} to the 30^{th}.	Phyllis Schmoller	State contract changes.
10/8/2010	Multiple revisions as a result of weekly documentation meetings.	Phyllis Schmoller	Changed per CO 28418.
3/24/2017	Updated text and figures to represent changes and enhancements made since the last update.	Nancy Crawford	We are moving away from Encounter Reporting because many of the programs we serve do not have encounters.
3/24/2017	Moved the instruction section for XML construction to the Implementation Guide.	Nancy Crawford	Technical staff will build the XML file.
4/21/2017	Moved the considerations that MCOs/agencies should think about before planning for the implementation guide.	Nancy Crawford	Technical staff more likely to review these considerations.
5/31/17	FAQ moved to its own document so that user guide does not need to be changed as often.	Nancy Crawford	
6/1/2017	User and Implementation Guides are listed by waiver and non-waiver programs to be applicable to organizations that report incidences, contacts, etc.	Nancy Crawford	
8/4/2017	Charles and Nancy reviewed the changes from the EIA and made a few updates with new information. If EIA approves, this document will be available on the IES Documentation Menu.	Nancy Crawford and Charles Rumberger	The other User and Implementation Guides will incorporate EIA suggestions.