MHDO Maine Health
Data Organization

Information | Insight | Improvement

ANNUAL REGISTRATION UPDATES AND VALIDATION OVERRIDE REVIEW

LAST UPDATED: JANUARY 29, 2015

PURPOSE

The purpose of the upcoming registration updates and validation override resets is to:

1. Update all portal registration information including contacts and company business.
2. Evaluate 2015 data against all validation rules by resetting all existing Profile – and Exemption – Level validation rule overrides.
3. Revise a handful of validation rules to improve data quality.

These updates will ensure the accuracy and quality of registration and validation information within the MHDO Data Warehouse Portal.

TIMELINES

Annual registration updates are required to be completed between February 4th and February 28th. Although required only once annually, it is strongly recommended that portal users review and update company profiles, payer details and contact information as changes occur to ensure that communication with payers remains targeted and timely.

Validations will be reset and updated validation rules will go into effect on February 4th for January 2015 data.

NOTE: In order to make the transition to the reset and updated validation rules seamless as possible, all data submitted from February 1 – February 3 will not be validated until overrides are reset and updated validation rules go into effect on February 4th. During the February 1 – February 3 time period, submissions can be made but they will not be processed.

ANNUAL REGISTRATION UPDATE INSTRUCTIONS

Action Required from: Administrative Contacts

1. **Login.** Login to the MHDO Data Warehouse Portal between February 4th and February 28th.
2. **Review and Update Registration Summary.** Each company must have at least one Administrative and Compliance Contact. Each company must also have at least one contact for each file type you submit (Eligibility, Medical, Dental, and Pharmacy). The same person can be listed as multiple contact types and multiple people can be listed for each contact type. Accurate information ensures the proper people receive emails from the MHDO Data Warehouse Portal and from MHDO. Please also make any necessary updates to the company's Third Party Submitter and On-Behalf Submissions. Administrative Contacts have permission to edit all information on this page. Additionally, users have permission to edit their own contact information.
3. **Review and Update Payer Details.** One Administrative Contact from each company must review and update their Payer Details for their 2015 annual registration. Administrative, Medical, Pharmacy, and Dental contacts have permission to edit and save information on this page, but only Administrative Contacts can approve the 2015 update. Many companies have multiple people designated as Administrative Contacts. An explanation of user roles can be found in the User Manual.
4. **Indicate Completions of 2015 Updates.** One Administrative Contact from your company must indicate that 2015 registration updates are done by selecting "Complete 2015 Annual Registration Update" **by Friday, February 28th**.

VALIDATION OVERRIDE REVIEW INSTRUCTIONS

Action Required from: Data Submitters

1. **Review 2014 Validation Report**. Information about how your data performed against the validation rules in the past can be found in the Validation Report. Further instruction for using the report with screen shots can be found in the User Manual.
2. **Submit January 2015 Data**. Submit your January 2015 to the MHDO Data Warehouse Portal between February 4th and, February 28th. Note: If you are unable to submit your data by February 28th these instructions still apply.
3. **Review and Resolve Validation Issues**. Due to all Profile and Exemption-Level overrides being reset, most users will have validation issues to review and resolve. Once you select "Resolve" for a given Profile or Exemption-Level issue you will see a history of past overrides (if there are any), including the reason for the override or termination of the override, for that rule. Further instruction and screenshots can be found in the User Manual.

VALIDATION RULE UPDATES

We are taking the opportunity to fine tune several existing validation rules at the same time as resetting validation overrides. Below is a summary of the changes.

1. **ZIP Codes and City Names.** For all file types we are adding a condition to all City Name validation rules that says if there is a valid ZIP code the city name won't be validated. Previously, city names had to be on the official list even when a ZIP code was present despite the fact that city names were allowed to be blank if a ZIP code was present.

ID	Element	Name	Threshold	Issue Type
21	DC014	Valid Member City Name	99.5%	Profile
39	DC027	Valid Service Provider City Name	90%	Profile
99	MC014	Valid Member City Name	99.5%	Profile
458	MC082	Valid Billing Provider City Name	99.5%	Profile
468	MC089	Valid Service Facility Location City Name	99.5%	Profile
291	ME015	Valid Member City Name	99.5%	Profile
218	PC014	Valid Member City Name	99.5%	Profile
230	PC022	Valid Pharmacy Location City	99.5%	Profile

2. **Other Diagnosis Code Thresholds**. In the MC file we are revising several of the Valid Other Diagnosis validation rules that previously had thresholds of 100% (MC047, MC048, MC049, MC052, and MC053) to be 99.5% to be consistent with other rules.

ID	Element	Name	Threshold	Issue Type
151	MC047	Valid Other Diagnosis 6	99.5%	Profile
152	MC048	Valid Other Diagnosis 7	99.5%	Profile
153	MC049	Valid Other Diagnosis 8	99.5%	Profile
156	MC052	Valid Other Diagnosis 11	99.5%	Profile
157	MC053	Valid Other Diagnosis 12	99.5%	Profile

3. **SSN Validations.** For all file types we are modifying the existing Subscriber SSN and Member Identification Code validation rules to check for invalid SSNs as defined by the Social Security Administration and for commonly used place holder SSN values (i.e. 888-88-8888). Previously, SSNs were only required to be any set of 9 digits. The Social Security Administration uses the following criteria for invalid SSNs:
    - o The first three digits cannot be: 000; 666; 900-999
    - o The second group of two digits cannot be: 00
    - o The third group of four digits cannot be: 0000

ID	Element	Name	Threshold	Issue Type
10	DC007	Valid Subscriber SSN	33%	Profile
12	DC008	Plan Specific Contract Number Populated	99.9%	Profile
13	DC010	Valid Member Identification Code	33%	Profile

ID	Element	Name	Threshold	Issue Type
87	MC007	Valid Subscriber SSN	33%	Profile
88	MC008	Plan Specific Contract Number Populated	99.5%	Profile
90	MC010	Valid Member Identification Code	75%	Profile
279	ME008	Valid Subscriber SSN	33%	Profile
278	ME009	Plan Specific Contract Number Populated	100%	Profile
281	ME011	Valid Member Identification Code	33%	Profile
205	PC007	Valid Subscriber SSN	33%	Profile
206	PC008	Plan Specific Contract Number Populated	99.5%	Profile
208	PC010	Valid Member Identification Code	33%	Profile

4. **Payer IDs.** Payer IDs are no longer allowed to be blank. Previously, blank payer IDs were assumed to be the same as the submitter ID in the corresponding 001 fields. Payer Identification fields need to be populated 100% of the time with the MHDO Assigned Code of the company that owns the book of business being submitted.

ID	Element	Name	Threshold	Issue Type
2	DC002	Valid Payer ID	100%	Profile
77	MC002	Valid Payer ID	100%	Profile
270	ME002	Valid Payer ID	100%	Profile
197	PC002	Valid Payer ID	100%	Profile

HELP AND REPORTING ISSUES

All questions and issues encountered in the portal should be directed to the MHDO Help Desk.

Toll-free Phone: (866) 315-7125

Email: mhdohelp@norc.org