



TEXAS HEALTH AND HUMAN SERVICES COMMISSION

CHRIS TRAYLOR.
EXECUTIVE COMMISSIONER

Memorandum

To: Managed Care Organizations
Program Management
Operations Coordination
Utilization Management and Review

From: Emily Zalkovsky
Director, Program Management
Medicaid/CHIP Division

Subject: Secure File Transfer Protocol Naming Convention for Community First Choice Assessments

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This memorandum applies to the STAR+PLUS program.

The Department of Aging and Disability Services has established a Secure File Transfer Protocol (SFTP) site the managed care organizations (MCOs) and Local Intellectual and Developmental Disability Authorities (LIDDAs) use to share member information. The MCOs and LIDDAs have an ongoing working relationship when establishing eligibility for Community First Choice services and for reassessment activities.

This SFTP site allows MCOs and LIDDAs to securely share information and uses a specific naming convention as described below. MCOs and LIDDA staff must use the following naming convention whenever a member-specific document is filed on the site:

Medicaid ID_MCO Component Code_CFC Packet_First Four Letters of the Members
Last Name_Date the Form is uploaded in YYYYMMDD format.

For example, if a LIDDA is uploading CFC documentation (e.g., the CFC functional assessment a copy of the DID, ID/RC and any additional related documents) for John Smith (Med ID 999999999) on July 13, 2015, to Amerigroup (Comp. Code 123), the name of the file is:

999999999_123_CFC Packet_SMIT_20150713

The MCOs and LIDDAs use a shared spreadsheet on the SFTP site that will serve the following two purposes:

- The MCO will make referrals to the LIDDA on this spreadsheet, on the tab titled “From MCO to LIDDA.”
- The LIDDA will communicate to the MCO which interest list members are being addressed, and their status, on the tab titled “From LIDDA to MCO.”

MCOs and LIDDA staff must use the following naming convention when uploading updated versions of this spreadsheet on the site:

- When the LIDDA is uploading the spreadsheet in the appropriate MCOs folder, the LIDDA uses the following naming convention:
 - MCO Component Code_LIDDA Component Code_Date the form is uploaded in YYYYMMDD format.
 - For example, if Anderson-Cherokee Community Enrichment Service (Comp. Code 123) is uploading the spreadsheet to Amerigroup (Comp. Code 440) on August 10, 2015, the name of the spreadsheet is: 123_440_20150810
- When the MCO is uploading the spreadsheet in the appropriate LIDDAs folder, the MCO uses the following naming convention:
 - LIDDA Component Code_MCO Component Code_Date the form is uploaded in YYYYMMDD format.
 - For example, if Amerigroup is uploading an updated version of the spreadsheet with new referrals to Anderson-Cherokee Community Enrichment Service on August 15, 2015, the name of the spreadsheet is: 440_123_20150815

All instructions on the shared spreadsheet upload process to include field descriptions and explanation needed for each field is located within the shared spreadsheet template under tab labeled ‘Data Instructions’.

The LIDDA will upload files to SFTP side daily, as needed, from 8:00 a.m.-12:00 p.m. and MCO will upload from 1:00 p.m. – 5:00 p.m.

If you have any questions regarding this memorandum, you may contact Chris Welch at 512-428-1946 or chris.welch@hhsc.state.tx.us.