

Arizona Health Care Cost Containment System

Arizona Long Term Care System (ALTCS) Performance Measure

Initiation of Home and Community Based Services For Elderly and Physically Disabled Members



Measurement Period: October 1, 2007, through September 30, 2008

**Prepared by the Division of Health Care Management
August 2009**



*Anthony D. Rodgers
Director, AHCCCS*

“Our first care is your health care”

Performance Measure Summary

Background: About 9.5 million Americans require long-term care services, ranging from skilled nursing care to support services, such as help with activities of daily living (dressing and bathing, for example). Estimates of total U.S. spending on long-term care services range from \$158 billion to \$194 billion. Medicaid is the largest financier of long-term care services, with studies estimating the proportion at 42 to 49 percent of all long-term care spending.^{1,4}

Home and community-based services (HCBS) have become a growing part of states' Medicaid programs, providing a cost-effective alternative to institutional care for the elderly and physically disabled.⁵ With the appropriate services, many people who would otherwise live in nursing facilities are able to live in private homes or in community residential settings. Approximately 65 percent of the more than 22,000 elderly and physically disabled Arizonans enrolled in the Arizona Long Term Care System (ALTCS) reside in home and community-based settings.

Purpose: AHCCCS annually measures the percentage of newly placed HCBS ALTCS members who receive specific services within 30 days of enrollment, as required by AHCCCS medical policy. This measure assesses Contractor performance in this area.

Goals: AHCCCS has established a Minimum Performance Standard (MPS) for ALTCS-contracted health plans (Contractors) that 92 percent of their members included in this measurement will have a service within 30 days of enrollment. The AHCCCS goal for this measure is 98 percent.

Methodology: The measurement period for the current study is October 1, 2007, through September 30, 2008. A representative random sample was selected for each Contractor. The sample frame consists of E/PD members who:

- were enrolled for 30 days or more with an ALTCS Contractor during the measurement period,
- were newly placed in an HCBS setting, other than an assisted living facility, and
- were not ventilator-dependent, as Contractors are required to initiate services for those members within 14 days of enrollment.

Some members also were excluded if they were hospitalized, receiving hospice services, or refused services when these situations were documented as occurring within 30 days of enrollment.

Data were first collected from AHCCCS encounter data (records of claims paid by Contractors). If services within 30 days of enrollment were not found in AHCCCS encounter data, Contractors were asked to provide information from medical or case management records or their claims data. Data collected by Contractors were validated against documentation, such as copies of the pertinent sections of case management records, medical/service records from providers, or verification of claims paid by Contractors for qualifying services.

Results: In the current measurement, 94.4 percent received services within 30 days of enrollment, a statistically significant increase over the previous rate of 91.4 percent. There was no significant difference in rates of initiation of services between rural and urban counties, or by members' race or ethnicity.

Rates by Contractor ranged from 80.9 percent to 100 percent. Six of the eight Contractors exceeded the minimum standard and three achieved the AHCCCS goal. Contractors that did not meet the MPS will be required to implement corrective action plans to bring their rates up to the standard.

**Arizona Health Care Cost Containment System (AHCCCS)
Arizona Long Term Care System (ALTCS)**

PERFORMANCE MEASURE for INITIATION OF HOME AND
COMMUNITY BASED SERVICES

For the Measurement Period October 1, 2007, through September 30, 2008

Introduction

It is estimated that the number of Americans 65 years and older will double by 2030, and that the number of people 85 and older — the group most likely to have long-term care needs — will quadruple by 2050.¹

The greatest increases in the elderly population are occurring in the South and in the West, particularly Mountain states like Arizona.² In less than 20 years, the number of Arizonans age 65 and older is expected to be almost 2 million, or about 20 percent of the state's population.³

While the health of older Americans is improving overall, many are disabled and suffer from chronic conditions, which often lead to disability. About 80 percent of seniors have at least one chronic health condition, and 50 percent have two or more chronic health conditions. Arthritis, hypertension, heart disease, diabetes and respiratory disorders are some of the leading causes of activity limitations among older people.²

Long-term care consists of a variety of medical and social services to help meet the health and personal needs of people with

chronic illness or disability. These services range from skilled nursing care to support services, such as help with activities of daily living (dressing and bathing, for example).

About 9.5 million Americans require long-term care services. But the elderly are not the only users of long-term care: nearly four in 10 (38 percent) are younger than age 65 and have some sort of physical and/or mental limitation.²

Estimates of total U.S. spending on long-term care services range from \$158 billion to \$194 billion in 2004. Medicaid is the largest financier of long-term care services, with studies estimating the proportion at 42 to 49 percent of all long-term care spending in 2004.^{1,4}

Home and community-based services (HCBS) have become a growing part of states' Medicaid programs, providing a cost-effective alternative to institutional care for the elderly and physically disabled (E/PD).⁵ With the appropriate home and community-based services, many people who would otherwise live in nursing facilities are able to live in private homes or in community residential settings.

Home and community-based services provide a cost-effective alternative to institutional care for the elderly and physically disabled.

— *The Kaiser Commission on Medicaid and the Uninsured*

Research has shown a strong connection between receiving services in the home and improved consumer satisfaction and overall quality of life.⁶ But people often face challenges in accessing home and community-based services, and some states have waiting lists for HCBS programs that can result in longer nursing facility stays. Arizona has developed an HCBS program that allows long-term care members to choose this option when appropriate, and requires that contracted health plans initiate services within timelines to meet members' medical needs, but no later than 30 calendar days from their date of enrollment.

Services are initiated promptly when the individual is determined eligible and selects HCBS

– Focus Area 1.B.4, Prompt Initiation, CMS Framework for Quality in HCBS

The AHCCCS HCBS Program

The Arizona Health Care Cost Containment System (AHCCCS) has provided home and community-based services to long-term care beneficiaries through a waiver from the Centers for Medicare and Medicaid Services (CMS) since 1989. Through its Arizona Long Term Care System (ALTCS), AHCCCS provides comprehensive coverage for HCBS members residing in their own homes or approved alternative residential settings, such as assisted living facilities or group homes. Covered services include care such as home health nursing, attendant or personal care, and home-delivered meals. Members may designate a family member or friend to provide attendant care; after completion of training, these caregivers can be paid by AHCCCS.

By providing a variety of alternative settings with differing levels of care, ALTCS

members may be able to transfer from nursing homes to home or other community-based settings or delay institutionalization for a longer period of time.

Once eligibility for ALTCS is determined based on financial and medical criteria, E/PD members enroll with a contracted health plan (Contractor). Each member is assigned a case manager, who coordinates care with the member's primary care provider (PCP) and other providers, addresses any problems with service delivery, and modifies the member's care plan based on changes

in health status. Case managers visit new members and, in conjunction with those members or their representatives, assess needs to determine the most appropriate services and placement.

To ensure that member needs continue to be met in the most appropriate setting, case managers reassess members' physical and functional status at regular intervals and monitor the ongoing provision of services. AHCCCS also monitors service provision through regular reviews of Contractor operations.

Approximately 65 percent of the more than 22,000 elderly and physically disabled Arizonans enrolled in ALTCS resided in home and community-based settings by October 2007 (when the measurement period for this study began). AHCCCS annually measures the percentage of newly placed HCBS members who receive specific services within 30 days of enrollment.

It should be noted that this Performance Measure does not include all covered home and community-based services. For example, emergency-alert and home-modification services are not included because they are typically provided in conjunction with nursing, personal care or other supportive services. This measurement focuses on the health-related services that primarily allow ALTCS members to remain in their homes as long as possible (see Appendix A, Methodology, for a complete list of services and service codes included in this measurement).

Methodology

The measurement period for the current study is October 1, 2007, through September 30, 2008. A representative random sample was selected for each Contractor. The sample frame consists of E/PD members who:

- were enrolled for 30 days or more with an ALTCS Contractor during the measurement period, and
- were newly placed in an HCBS setting, other than an assisted living facility.

This study does not include ventilator-dependent members, as Contractors are required to initiate services for those members within 14 days of enrollment.

Data were first collected from AHCCCS encounter data (records of claims paid by Contractors). If services within 30 days of enrollment were not found in AHCCCS encounter data, Contractors were asked to provide information from medical or case management records or their claims data.

In analyzing initiation of services, AHCCCS did not include members who: were residing in and receiving services from an assisted living facility or nursing home, were admitted to a hospital, were receiving

hospice services, or refused services when these situations were documented as occurring within 30 days of enrollment. A small number of members also were excluded for other reasons, primarily because Medicare covered a service for the member during the first 30 days. Percentages of members who fell into one of the above categories also were analyzed.

Data Quality and Reliability

AHCCCS conducts validation studies to evaluate the completeness of encounter data. The two most recent annual studies of encounters submitted by ALTCS E/PD Contractors show encounter-omission rates of less than 5 percent for each year.

To validate additional information collected by Contractors, AHCCCS required documentation of services provided or reasons why a member did not receive services (for example, the member refused services while waiting for a family member to become trained to provide attendant care). Documentation provided by Contractors included copies of the pertinent sections of case management records, medical/service records from providers, or verification of claims paid by Contractors for qualifying services. This documentation was reviewed by AHCCCS staff with expertise in ALTCS case management.

Performance Standards

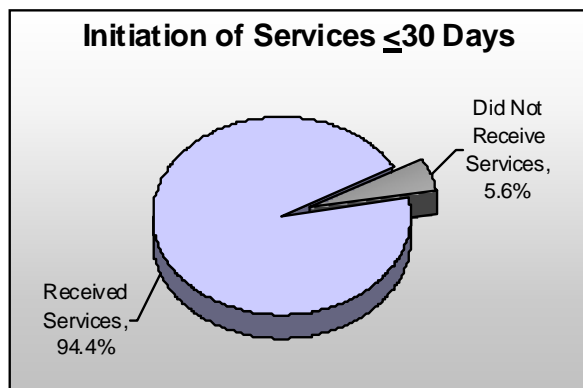
For this reporting period, AHCCCS raised the Minimum Performance Standard (MPS) that Contractors must achieve to 92 percent for this measure. Contractors who do not meet the MPS must develop and implement corrective action plans, as approved by AHCCCS. If Contractors are already achieving the minimum standard, they should strive for the AHCCCS goal of at least 98 percent.

Results and Analysis

The original study sample included 867 HCBS members enrolled with eight Contractors serving ALTCS E/PD members. Of those, 155 people were excluded because they were residing in assisted living facilities or transferred to nursing homes (43), were admitted to hospitals (16), were receiving hospice services (19), or refused services while a friend or family member was being trained as a paid caregiver (75) in the first 30 days of enrollment (Table 1). Members excluded by Contractor were:

Exclusions by Contractor	
Bridgeway Health Solutions	19
Cochise Health Systems	14
Evercare Select	7
Mercy Care LTC	9
Pima Health System LTC	42
Pinal/Gila LTC	22
SCAN LTC	37
Yavapai County LTC	5
TOTAL	155

Among the remaining 712 people, 672 or 94.4 percent received services within 30 days of enrollment (Table 2), which was a statistically significant increase over the previous rate of 91.4 percent ($p = .030$).



There was no significant difference in rates of initiation of services between rural and

urban counties. There also were no significant differences in rates for members who identified themselves as Hispanic, Native American, Black or "other", compared with non-Hispanic White members.

Rates by Contractor ranged from 80.9 percent to 100 percent. Six of the eight Contractors exceeded the Minimum Performance Standard and three achieved the AHCCCS goal.

Discussion

Given the variety and complexity of members' needs and personal situations when they enroll in the ALTCS program, Contractors' case managers face distinct challenges in ensuring that enrollees have prompt access to home and community based services that fit with their individual choices and needs. Despite these challenges, the overwhelming majority of new ALTCS members placed in HCBS settings receive services within 30 days of enrollment.

The option of having a relative or friend provide care appears to be a popular choice among elderly and disabled individuals. Of the 155 members excluded from the study in the current measurement, nearly half of them or their authorized representatives refused HCBS services while awaiting a friend or relative to complete training as a caregiver. One study showed that more than 60 percent of care for elderly and disabled people nationally is provided by unpaid "informal caregivers," including relatives and friends.⁷ Many of these people continue to provide care under a paid arrangement once Medicaid eligibility has been established.

As of October 1, 2007, a member's spouse also may be paid to provide a certain amount of care under the HCBS program.

Since much of the data for this measure is collected from case management records when claims or encounters for services are not available, Contractors must ensure that case managers thoroughly and consistently document when home and community-based services are initiated for new members or when members or authorized representatives refuse services. Over the past few years, AHCCCS has worked with Contractors to improve documentation.

Quality Improvement Initiatives

ALTCS Program Contractors have developed numerous initiatives over the years to enhance the quality of life of HCBS members, several of which facilitate timely access to care. These include:

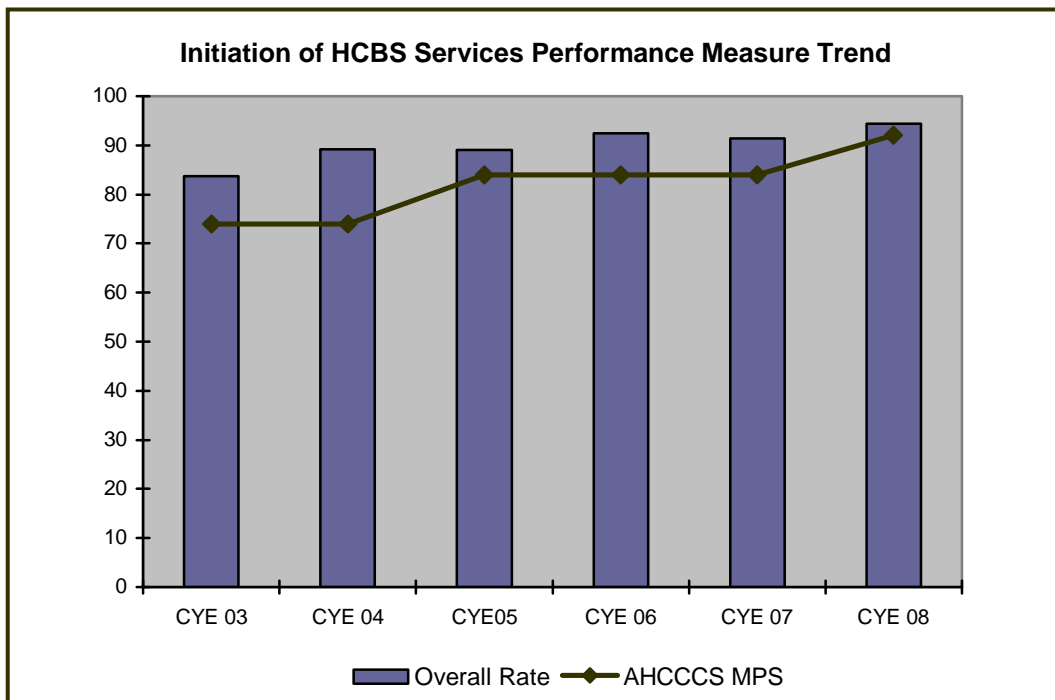
- Coordinating in-home visits by physicians, nurse practitioners and/or behavioral health professionals; this is especially important for members who may be adversely affected by having to travel to see their primary care practitioners.
- A rural Contractor sends a staff nurse to members at home so they can get their influenza and pneumococcal immunizations

without having to leave their homes.

- Some Contractors are developing multi-disciplinary teams that combine case management and medical management to more closely monitor conditions and needs of members in the HCBS program.
- Monitoring service provision to HCBS members within two weeks of enrollment, to ensure services are received within the first 30 days. The use of automated case management systems, which can be used to track timeliness of service initiation and generate reminders for case managers helps support this monitoring.

Conclusions

Given that all or most Contractors met AHCCCS Performance Standards for this measure in the last few years, AHCCCS raised the minimum performance level in order to encourage continued improvement. As a result, Contractors have implemented interventions that have led to overall improvement and continued progress toward the long-range goal for ensuring timely initiation of services for members in home and community based settings.



References

¹ Financing long-term care. The Henry J. Kaiser Family Foundation. Washington, DC. March 2007. Available at:

http://www.kaiseredu.org/topics_im.asp?id=680&imID=1&parentID=65. Accessed July 5, 2007.

² Wan H, Sengupta M, Velkoff VA, DeBarros KA. *65+ in the United States: 2005*. U.S. Census Bureau, Current Population Reports, P23-209, U.S. Government Printing Office, Washington, DC, December 2005. Available at: <http://www.census.gov/population/www/socdem/o/age.html#elderly>. Accessed June 12, 2006.

³ The state long-term care health sector 2005: Characteristics, utilization and government funding. American Health Care Association. Washington, DC, August 2006. Available at: <http://www.ahca.org/research/index.html>. Accessed July 5, 2007.

⁴ Long-Term Care Financing Project. National spending for long-term care fact sheet. Georgetown University. Washington DC, January 2007. Available at:

http://www.kaiseredu.org/topics_im.asp?id=680&imID=2&parentID=65. Accessed July 5, 2007.

⁵ Reester H, Missmar R, Tumlinson A. Recent growth in medicaid home and community- based service waivers. The Kaiser Commission on Medicaid and the Uninsured. Kaiser Family Foundation. Washington, DC. April 2004. Available at:

<http://www.kff.org/medicaid/loader.cfm?url=/commonspot/security/getfile.cfm&PageID=36119>. Accessed June 21, 2005.

⁶ Appelbaum R, Schneider B, Kunkel S, Davis S. A guide to quality in consumer directed services. Scripps Gerontology Center. Miami University. May 2004. Available at:

<http://www.hcbs.org/files/42/2099/Guidefront.pdf>. Accessed June 21, 2005.

⁷ Center on an Aging Society. A decade of informal caregiving. Georgetown University. Washington DC. February 2005. Available at: <http://www.hcbs.org/files/65/3249/caregivers.pdf>. Accessed June 22, 2005.

For questions or comments about this report, please contact:

Rochelle Tigner,
Quality Improvement Manager
Clinical Quality Management Unit
Division of Health Care Management
MD 6700
701 E. Jefferson St.
Phoenix, AZ 85034
rochelle.tigner@azahcccs.gov

Table 1
AHCCCS ALTCS PERFORMANCE MEASURE
INITIATION OF HOME AND COMMUNITY BASED SERVICES
Exclusions from Analysis of Initiation of Services, All Contractors
Measurement Period: October 1, 2007, through September 30, 2008

Reason	n	Percent	Relative Percent Change
Member in Assisted Living Facility/Nursing Facility	43	27.7%	-55.5%
	182	62.3%	
Member Admitted to Hospital	16	10.3%	37.0%
	22	7.5%	
Member Receiving Hospice Services	19	12.3%	55.6%
	23	7.9%	
Member Refused Services/Awaiting Designated Caregiver to be Trained	75	48.4%	117.4%
	65	22.3%	
Other	2	1.3%	N/A
	0	0.0%	
TOTAL	155	100.0%	0.0%
	292	100.0%	

Note:

Shaded rows show results of previous measurement, October 1, 2006, through September 30, 2007.

Table 2
AHCCCS ALTCS PERFORMANCE MEASURE
INITIATION OF HOME AND COMMUNITY BASED SERVICES
WITHIN 30 DAYS OF ENROLLMENT, BY CONTRACTOR
Measurement Period: October 1, 2007, through September 30, 2008

Contractor	n	Number who Received Service Within 30 Days	Percent who Received Service Within 30 Days	Relative Percent Change	Statistical Significance
Evercare Select *	68	68	100.0%	6.8%	p=.066
	47	44	93.6%		
Pima Long Term Care *	131	129	98.5%	4.1%	p=.101
	129	122	94.6%		
Cochise Health Systems *	51	50	98.0%	15.5%	p=.033
	33	28	84.8%		
Yavapai County LTC *	38	37	97.4%	4.9%	p=.570
	28	26	92.9%		
Mercy Care Plan *	177	172	97.2%	-0.4%	p=1.000
	209	204	97.6%		
Pinal/Gila Long Term Care *	70	68	97.1%	13.6%	p=.015
	69	59	85.5%		
SCAN Long Term Care	88	76	86.4%	1.6%	p=.790
	100	85	85.0%		
Bridgeway Health Solutions	89	72	80.9%	-4.3%	p=.529
	84	71	84.5%		
TOTAL	712	672	94.4%	3.2%	p=.030
	699	639	91.4%		

Notes:

* Indicates Contractor met or exceeded the AHCCCS Minimum Performance Standard.

Shaded rows show results of previous measurement, October 1, 2006, through September 30, 2007.

**Arizona Health Care Cost Containment System (AHCCCS)
Arizona Long Term Care System (ALTCS)
Performance Measure Methodology**

Project Title:	Initiation of Home and Community Based Services (HCBS)
Background:	<p>Health care services and supports should be provided to members in the Arizona Long Term Care System (ALTCS) who are residing in home and community-based settings as quickly as possible after enrollment. These services and supports include, but are not limited to: adult day health care, attendant care, behavioral health services, habilitation services, home-delivered meals, home health aide services, home health nursing, homemaker assistance, home infusion therapy and respiratory therapy.</p> <p>Arizona Health Care Cost Containment System (AHCCCS) medical policy requires that service be provided within the first 30 days after enrollment to new ALTCS members who are placed in the Home and Community Base Services (HCBS) program.</p>
Purpose:	The purpose of this study is to evaluate ALTCS Contractor compliance with AHCCCS medical policy in initiating services to newly enrolled elderly and physically disabled (E/PD) members in the HCBS program.
Measurement Period:	October 1, 2007, through September 30, 2008
Study Questions:	<ol style="list-style-type: none">1. What is the number and percentage (overall, by urban and rural counties, and by individual Contractor) of sample members to whom a service was provided within 30 days of enrollment?2. For those members who did not receive services within 30 days of enrollment, what were the reasons?
Population:	E/PD members
Sample Frame:	<p>The sample frame consists of E/PD members who met the following criteria:</p> <ul style="list-style-type: none">• Newly placed in an HCBS setting during the measurement period,• Enrolled in ALTCS for 30 or more days during the measurement period, and• Not placed in an ALTCS-authorized HCBS setting prior to this measurement period.
Sample Frame Exclusions:	This measure did not include members who were enrolled in the Ventilator Dependent program. AHCCCS requires services for these members to be implemented within 14 days of enrollment.

Members with Prior Period Coverage (PPC) were excluded from the sample frame. PPC is a retroactive coverage period for which Contractors are financially responsible for paying for covered services.

Sample Selection: A statistical software package was used to select a random representative sample by Contractor from the sample frame. The sample size was determined using a confidence level of 95 percent and a 5-percent confidence interval, plus oversampling that was based on the previous year's exclusions and missing record count.

Sample Strata: The random sample was further stratified by urban and rural counties.

Data Sources: AHCCCS recipient enrollment data was used to identify members who met the sample frame criteria. AHCCCS encounter data, and member medical records and/or case management files, and Contractor claims data were used to identify services received by members in the sample frame.

Data Collection: Data was first collected from AHCCCS administrative (encounter) data. If acceptable services were not identified as being provided within 30 days of enrollment, AHCCCS requested that Contractors use medical records, case management files or their own claims data to verify whether any of the services measured in this study were provided to those members within the first 30 days of enrollment. If services were not provided within 30 days, Contractors were to provide the reason and supporting documentation for each case.

Contractors were required to collect data using the AHCCCS standardized methodology in an electronic format provided by AHCCCS. Each Contractor was provided an electronic file of its sample members for whom encounters for services within 30 days of enrollment were not found in the AHCCCS encounter system. After collection of data, Contractors were required to return the data to AHCCCS in the predetermined electronic format.

Confidentiality Plan: AHCCCS continues to work in collaboration with Contractors to develop, implement and maintain compliance with Health Insurance Portability and Accountability Act (HIPAA) requirements.

The Data Analysis & Research (DAR) Unit maintains the following security and confidentiality protocols:

- To prevent unauthorized access, the sample member file is maintained on a secure, password-protected computer, by the DAR project lead,
- Only select Division of Health Care Management (DHCM) employees, who enter or analyze data, have access to study data.
- Sample files given to Contractors are tracked to ensure that all records are returned.
- All employees and Contractors are required to sign a confidentiality agreement.

- Member names are never identified or used in reporting.
- Upon completion, all study information is removed from the computer and placed on a compact disk, and stored in a secure location.

Data Validation: The sample frame was validated to ensure that members met criteria for inclusion in the study.

Data files received back from Contractors were reviewed to ensure that:

- all members included in the sample were listed in the returned data file,
- services met numerator criteria for this performance measure,
- all requested information was provided.

Service data provided by Contractors must have been accompanied with documentation of the source data (i.e., copy of the pertinent section of the medical record or case management file and/or a copy of a paid claim), including the date(s) of service. Contractor-supplied data was validated by clinical staff of the AHCCCS ALTCS unit

Indicators:

1. The number and percentage (overall, by urban and rural counties, and by individual Contractor) of sample members who received at least one acceptable home and community-based service within 30 days of enrollment during the measurement periods.
2. The number and percentage of members who did not receive an acceptable home and community-based service within 30 days of enrollment, by reason category.

Denominators:

1. The number of members who met the sample frame criteria
2. The number of members who met the sample frame criteria and did not receive a service within 30 days of enrollment

Numerators:

1. The number of sample members who received an acceptable service within 30 days of enrollment in ALTCS
2. The number of sample members who did not receive an acceptable service within 30 days of enrollment for one of the following reasons:
 - The number of members in denominator #2 who refused all services (including those who refused other services while waiting for a specific person to be trained as an attendant caregiver)
 - The number of members in denominator #2 who died within 30 days of enrollment
 - The number of members in denominator #2 who were admitted to a hospital or nursing facility within 30 days of enrollment
 - The number of members in denominator #2 who were receiving hospice services within 30 days of enrollment
 - The number of members in denominator #2 who were in an assisted living facility within 30 days of enrollment
 - The number of members in denominator #2 for whom no reason was given

- Analysis Plan:**
- The numerator was divided into the corresponding denominator for each indicator (i.e., study question) to determine the indicator rate.
 - Data for services received within 30 days was analyzed as a statewide aggregate, and by urban and rural counties, to determine overall and urban- and rural- county rates.
 - When calculating rates for initiation of services within 30 days of enrollment (study question #1), members were excluded from the denominator for the following reasons:
 - refused all applicable services
 - died within 30 days of enrollment
 - admitted to a hospital or nursing facility within 30 days of enrollment
 - receiving hospice services within 30 days of enrollment
 - residing in an assisted living facility within 30 days of enrollment
 - Outliers were identified using standard deviations and patterns of abnormal distribution of data.
 - Differences between prior study results were analyzed for statistical significance and relative change.
 - The following assumptions were used to determine whether the indicator criteria was met:
 - Members included in the sample sent to Contractors for which data was not received back from the Contractor were counted as having no service within 30 days;
 - Any service documented by the Contractor that did not include the date it was first delivered was counted as being provided outside the 30-day requirement.

- Comparative Analysis:**
- Overall rates for urban and rural counties were compared.
 - Individual Contractor rates were compared to each other and to the AHCCCS Minimum Performance Standard and Goal.

Deviations from HEDIS: This indicator is based on an AHCCCS contractual requirement and is not based on any nationally recognized methodology, such as the Health Plan Employer Data and Information Set (HEDIS).

Deviations from Previous Methodology: There were no deviations from the methodology used for the previous measurement.

Quality Control: To ensure consistency and reliability in data abstraction, AHCCCS:

- provided each Contractor with the methodology for this measure,
- provided each Contractor with a data specification sheet, file layout, and data dictionary for this measure,
- provided Contractors with detailed written instructions for data collection,

provided updates and ongoing technical assistance to Contractors regarding data collection for this measure.

Arizona Health Care Cost Containment System (AHCCCS)
Arizona Long-Term Care System (ALTCS) Performance Indicator
Initiation of Home and Community (HCB) Services

Instructions for Submission of Data

Contractors can submit information in one of three ways: using an Excel spreadsheet provided by AHCCCS, or a d-BASE IV file or a Text file. The data layout and instructions described must be followed for submission to ensure accuracy of data translation and acceptance of data elements by AHCCCS.

- All variable fields must be left justified.
- All variable fields are to be used exactly as indicated in the proceeding tables.
- If information does NOT exist for any variable field, leave blank spaces in the columns.
- Do not add any “new” variables that are not listed in the proceeding table.
- Do not change variable names.
- Do not change the order of the variable fields.
- All dates should be formatted as m/dd/yyyy. Thus, January 2, 2008, would be reported as 1/02/2008.
- If submitting information in an Excel spreadsheet, use the file provided by AHCCCS. Do not change the formatting.
- The format has been designed for accurate importing of the data into AHCCCS software. Any changes to the format could result in lost information and a request for the Contractor to resubmit the data.
- Do not change information provided by AHCCCS. Any discrepancy in provided information, please provide AHCCCS with separate notation of difference and reason for change.
- If submitting the information in a d-BASE IV format, use the field layout provided below. If no information exists for a variable field or your data does not fill the required field length, use blank spaces in that column.
- Data files must be formatted as fixed-width text files (*.txt).
- Submit the data files using a CD-ROM. If file size is an issue, please compress the files into a .zip file. If this does not solve the file size problem, please contact Jessica Hauser (e-mail: jessica.hauser@azahcccs.gov).

ANY DEVIATIONS FROM THE INSTRUCTIONS FOR SUBMISSION OF DATA WILL NOT BE ACCEPTED AND RETURNED TO THE CONTRACTOR.

LAYOUT OF MEMBER IDENTIFIED FILE

Variable	Variable Name	Format	Length	Start Column	End Column
1	AHCCCS ID	Text	9	1	9
2	Contractor	Text	6	10	15
3	Last Name	Text	30	16	45
4	First Name	Text	20	46	65
5	Placement Code	Text	2	66	67
6	Placement Begin Date	Date	10	68	77
7	Placement End Date	Date	10	78	87
8	ALTCS Enrollment Begin Date	Date	10	88	97
9	ALTCS Enrollment End Date	Date	10	98	107
10	Date Of Birth	Date	10	108	117
11	Date Of Death	Date	10	118	127
12	Gender	Text	1	128	128
13	Race	Text	2	129	130
14	Fiscal County	Text	2	131	132
15	Residential County	Text	2	133	134
16	Service Code	Text	5	135	139
17	Service Date	Date	10	140	149
18	Exclusion Begin Date	Date	10	150	159
19	Exclusion End Date	Date	10	160	169
20	Reason For Exclusion	Text	10	170	179
21	Other	Text	50	180	229

Description of Included Elements

1	AHCCCS ID	9-digit alpha number assigned to a member upon enrollment into AHCCCS
2	Contractor	6-digit number that tells what Contractor the member was enrolled with
3	Last Name	Last name of member as listed in AHCCCS system
4	First Name	First name of member as listed in AHCCCS system
5	Placement Code	ALTCS placement code
6	Placement Begin Date	Date that member became eligible for Home Community Based Services.
7	Placement End Date	Date that member's Home Community Based Services ended.
8	ALTCS Enrollment Begin Date	Date (not including prior period coverage) member was enrolled with the Contractor
9	ALTCS Enrollment End Date	Date that member's ALTCS enrollment ended
10	Date of Birth	Date that member was born as listed in AHCCCS system
11	Date of Death	Date that member expired as listed in AHCCCS system
12	Gender	Male or Female
13	Race	Race of member as listed in AHCCCS system
14	Fiscal County	County of financial responsibility
15	Residential County	County in which the member resides
16	Service Code	Five digit code that identifies specific service provided
17	Service Date	Date that service was first provided to member (this is not the date that the case manager authorized the service)
18	Exclusion Begin Date	Date that a service began making a member eligible for exclusion
19	Exclusion End Date	Date that a service ended making a member eligible for exclusion
20	Reason For Exclusion	Reason why service was not provided within 30 days of enrollment. (Drop-Down box is provided that includes the acceptable exclusions.)
21	Other	Other reason why service was not provided within 30 days of enrollment

Appendix A: Acceptable Home and Community Based Services

Adult Day Health	Other
S5100 Day Care service; per 15 minutes.	S5180 and S5181– applies to following:
S5101 Day Care service; per ½ day.	
S5102 Day Care service; per diem.	
Attendant Care	
S5125 Attendant care service; per 15 minutes.	Habilitation Services
Home-Delivered Meals	T2021 Day habilitation waiver; per 15 minutes
S5170 Home-delivered meals; per meal including preparation.	T2020 Day Habilitation, waiver; per diem.
Home Health Aide	T2017 Habilitation residential, waiver; per 15 minutes.
T1021 Home health aide or Certified Nurse Assistant (CNA); per visit.	Behavioral Health
Home Health Nursing	T1019 Personal care services; per 15 minutes.
G0154 Services of skilled nurse in home health setting, each 15 minutes.	T1020 Personal care services, not for IP or residential care facilities; per diem.
	H2014 Skills training and development; per 15 minutes. (w or w/o *Modifier HQ)
Home Infusion	H2025 Ongoing support to maintain employment; per 15 minutes.
S9379 Home Infusion Therapy; per diem. Not otherwise classified.	T2018 Habilitation, supported employment, waiver; per diem.
Respite	T2019 Habilitation, supported employment, waiver; per 15 minutes.
S5150 Unskilled, not hospice; per 15 min in home respite care.	H2019 Therapeutic behavioral services (<i>Behavioral Health Therapeutic Day Program</i>); per 15 minutes. (w or w/o *Modifier TF)
S5151 Unskilled, not hospice; per diem in home respite care.	H2020 Therapeutic behavioral services (<i>Behavioral Health Therapeutic Day Program</i>); per diem.
Homemaker	H0036 Community psychiatric supportive treatment, Face to Face (<i>Behavioral Health Medical Day Program</i>); per 15 minutes.
S5130 Homemaker services, NOS; per 15 min.	Behavioral Health, cont.
	H0037 Community psychiatric supportive treatment program (<i>Behavioral Health Medical Day Program</i>); per diem.

Modifier HQ – Modifier for group setting
 Modifier TF – Modifier for intermediate level of care