

# WA-APCD Data Submission Program Guidelines

## Data Submitters: Group 1 and Group 2

Data submitters are organized into two groups corresponding to two cycles of initial data submissions to the state of Washington's All Payer Health Care Claims Database (WA-APCD).

Group 1 data submitters are:

- Commercial health insurers, accounting for ~95% of the commercial health insurance market
- Medicaid managed care organization (MCO) insurers
- Medicare Advantage insurers
- Medicare Part D insurers providing prescription drug benefits for Medicare Advantage covered lives
- Washington Health Care Authority's Public Employees Benefits Board (PEBB) and Medicaid fee-for-service covered lives

Group 2 data submitters will include:

- Stand-alone dental insurers
- Washington State Labor and Industries (workers' compensation)
- Voluntary data submitters – self-funded and others
- Commercial insurers that were not included in Group 1

The Group 2 data submission timeline, which will be finalized in early 2017, likely will begin mid-2017.

MCOs shall directly submit their data to the WA-APCD. The Health Care Authority shall submit the Medicaid fee-for-service program data and data for managed care enrollees' benefits that are administered by the Health Care Authority (e.g., dental and behavioral health). MCOs' quarterly data submissions, which commence after the historical data submissions, shall include behavioral health data for those enrollees for whom the MCO is administering the behavioral health coverage.

Commercial health insurers shall include all of the following lines of business if they offer such coverage:

- Commercial group and individual health insurance, including Qualified Health Plans operating on the Washington Health Benefits Exchange
- Dental
- Medicare Advantage
- Medicaid MCO

Commercial insurance includes all product types – indemnity, managed care, and other. Student health insurance coverage is included. Stand-alone vision plans are excluded.

Data submitters that provide health or dental claims administration services to the Health Care Authority shall submit all of their PEBB data without exception (e.g., regardless of the funding arrangement, line of business, number of eligible covered lives, or other parameters listed in this section).

If the insurance activities of a third-party administrator (TPA), whether a unit of a health or dental parent insurer or an independent organization, are not licensed by the Office of the Insurance Commissioner and are operating solely on behalf of self-funded purchasers, that TPA shall be considered a voluntary data submitter.

### Time Period for Mandated Data

The historical data submission period shall be January 1, 2013, through December 31, 2016, or through the end of the quarter immediately prior to the first regular quarterly submission in accordance with the data submission schedule. The latter phrase in the preceding sentence applies to data submitters that are not part of Group 1.

Data submitted to the WA-APCD shall be reported for services rendered beginning January 1, 2013. Data for services rendered (i.e., incurred dates) prior to January 1, 2013, shall not be reported.

Once historical data has been submitted, quarterly submissions are due on the last day of the month following the close of each calendar quarter (i.e., 4/30, 7/31, 10/31, and 1/31) on a paid-date basis.

The first quarterly data submission for Group 1 is due July 31, 2017. As such, this initial quarterly data submission is comprised of data for both the 1QTR 2017 and the 2QTR 2017 (January 1 – June 30, 2017).

### Self-Funded Health Benefits Coverage

Organizations that sponsor only self-funded health benefits coverage are not WA-APCD-mandated data submitters; these organizations are considered WA-APCD voluntary data submitters.

### Eligible Covered Lives

Eligible covered lives are those persons whose insurance policies are/were issued in the State of Washington regardless of residency. Persons who are/were covered by policies issued in other states are excluded from the WA-APCD.

### Scope of Data

Data submitters shall supply the following data types as applicable to the data submitter:

- Eligibility
- Medical claims
- Medical encounter records
- Prescription drug claims
- Dental claims

Provider file data sets are excluded; data submitters do not need to submit such files.

All claims data shall be included – no claim records may be suppressed as all services, diagnoses (e.g., mental health, HIV, etc.), and providers are included. The handling of substance abuse disorder services data will be addressed in a follow-up addendum.

See the final [WA-APCD Data Submission Guide \(Version 1.0\)](#) for details.

## Data Submission Waivers, Extensions, Exceptions, and Variances

OFM will consider requests to postpone or waive certain data reporting requirements per the following four categories:

1. Waiver – data supplier is exempted from complying with a reporting requirement for a defined period not to exceed one reporting year
2. Extension – data supplier receives additional time to submit a quarterly data submission or data resubmission requirement – a period not to exceed one reporting quarter
3. Exception – data supplier is approved to file historical data for a period less than the period specified in rule
4. Variance – data supplier-specific adjustment to the required percentage of records that must be validly populated by a data supplier for a specific data field

See the [Data Supplier Requests for Data Submission Waivers, Extensions, Exceptions](#) procedure for details.

## Timeline

<b>WA-APCD Data Submission Program Key Milestones</b>	<b>Group 1 Timeline (Finalized 12/8/16)</b>
Data Submission Guide Draft Circulated to Data Submitters	12/15/16
Waiver Documents Publicly Available	1/6/17
Data Submission Guide Comments Due to Onpoint from Data Submitters	1/9/17
Final Data Submission Guide Released	1/16/17
Onpoint Ready to Accept Data	3/15/17
Exception Requests for Historical Data Due to OHSU	3/30/17
Data Intake: Historical Data	3/15/17 - 5/15/17
Waiver Requests for July 31, 2017, Data Submission (data period 1/2017 Through 6/2017) Due to OHSU *	6/02/17
Data Intake: First of Quarterly Data Intakes (catch-up data period 1/2017 through 6/2017) Due	7/31/17

\* For future quarterly data submissions (e.g., October 2017 and later) waivers are due to OHSU at least 60 calendar days prior to submission deadline

## Contacts

Please contact Onpoint Health ([wa-support@onpointhealthdata.org](mailto:wa-support@onpointhealthdata.org)) for data submission guide questions or other matters pertaining to data submission preparation and transmission.

Please contact Oregon Health & Science University (OHSU) ([WA-APCD@ohsu.edu](mailto:WA-APCD@ohsu.edu)) for issues pertaining to these guidelines and the overall WA-APCD Program.