ADDENDUM 8

EFT Folder Organization
Insurance Carrier

Puerto Rico Medicaid Enterprise - Health Insurance Plans

ASES Enterprise File Transfer (EFT) Folder Organization Insurance Carrier

Version 1.1
Effective May 01, 2023

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Document Information

Required Information	Description
Owner:	ASES
Date:	03/16/2023

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Revision History

Version	Date	Description of Change
1.0	10/01/2022	Initial Folder Structure
1.1	03/16/2023	Criteria to consider for law 95

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Preface

The purpose of this document is to describe how the folders are organized in the ASES Enterprise File Transfer (EFT) solution for the Data Exchange between ASES and the Insurance Carriers.

ASES EFT solution is also known as *"ASES Secure FTP"* and it's currently contracted with CITRIX which uses a secure FTP protocol.

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ASES EFT Location

The location for the ASES EFT solution (ASES Secure FTP) is in the following URL:

https://asessecurevdr.sharefile.com/

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Reporting Guidelines Folder

ASES publishes all reporting and data exchange guidelines in the following folder:

Reporting_Guidelines

Folder Organization

Here are how the files are organized for Insurance Carriers.

Folder Categories

Container Folders

[Environment Root Folder]

This is the primary access for the Data Exchange for a specific environment.

[Environment Root Folder] can be one of the following:

Production: ASES_FTP
Test: ASES_FTP_TEST

[Insurance Carrier Root Folder]

This is the Root Folder for an Insurance Carrier within the environment [Insurance Carrier Root Folder] will be replaced with the corresponding FTP_CarrierName assigned to the Insurance Carrier.

Regular Folder

This Folder contains files for ad-hoc for manual business processes.

Automated Processing Folder

This Folder contains files for automated business processes.

Data Exchange Folders

Within container folders there are Data Exchange Folders that identify the direction of the information been shared

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Received From ASES:

These folders contain all data exchange the Insurance Carrier **receives from ASES**.

Received From ASES:

These folders contain all data exchange the Insurance Carrier **submits from ASES**.

"General Use" Folder

This folder is used for manual sharing of information that is not automated in any of the other folders. The "General Use" folder is located under the following path:

FTP_ASES
    [INSURANCE CARRIER]
        ⬛ General
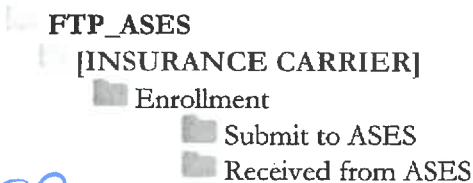   Submit to Ases
            Received from ASES
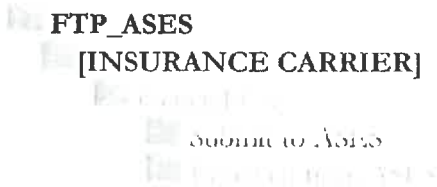
"Benefit Enrollment and Maintenance" Folder

This folder is used for sharing data associated with the Benefit Enrollment and Maintenance business processes.

- Received From ASES:
    - Enrollment Export Files (.EXP, .CNCL, .ALL)
- Submit to ASES:
    - Enrollment Effectuation Files (.SUS)
    - FAM95/MEM95
    - Coordination of Benefits (.COB)

The "Benefit Enrollment and Maintenance Folder" folder is located under the following path:

FTP_ASES
    [INSURANCE CARRIER]
        ⬛ Enrollment
            ⬛ Submit to ASES
            ⬛ Received from ASES

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"Premium Payment" Folder

This folder is used for sharing data associated with the Premium Payment business processes.

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- Received From ASES:
    - 820 Files
- Submit to ASES:
    - OTP Files

The "Benefit Enrollment and Maintenance Folder" folder is located under the following path:

FTP_ASES
    [INSURANCE CARRIER]
      Premium Payment
        Submit to ASES
        Received from ASES

Encounter Data Folder

FTP_ASES
    [INSURANCE CARRIER]
      Encounter Data (Report 12)
        CLM
          Submit to ASES
          Received from ASES
        CAP
          Submit to ASES
          Received from ASES
        PRV
          Submit to ASES
          Received from ASES
        NET
          Submit to ASES
          Received from ASES
        IPA
          Submit to ASES
          Received from ASES

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This folder is used for sharing information associated with the Reporting Package business processes as it is stated in the Reporting Guide.

An Example for the Compliance business process data exchange is as follows:

FTP_ASES
  [INSURANCE CARRIER]
    Reporting_Package
      Compliance
        1-Weekly
            Submit to ASES
            Received from ASES
        1.5-Bi-Weekly
            Submit to ASES
            Received from ASES
        2-Monthly
            Submit to ASES
            Received from ASES
        3-Quarterly
            Submit to ASES
            Received from ASES
        4-Semi annually
            Submit to ASES
            Received from ASES
        5-Annually
            Submit to ASES
            Received from ASES
        6-Ad Hoc
            Submit to ASES
            Received from ASES

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The other Reporting Packages business processes share the same structure:

FTP_ASES
   [INSURANCE CARRIER]
      Reporting_Package
         Customer Service
            [Note: Contents same as Compliance]
         Finance
            [Note: Contents same as Compliance]
         Legal
            [Note: Contents same as Compliance]
         Clinical Operations Area
            [Note: Contents same as Compliance]
         Systems
            [Note: Contents same as Compliance]
         Program Integrity
            [Note: Contents same as Compliance]
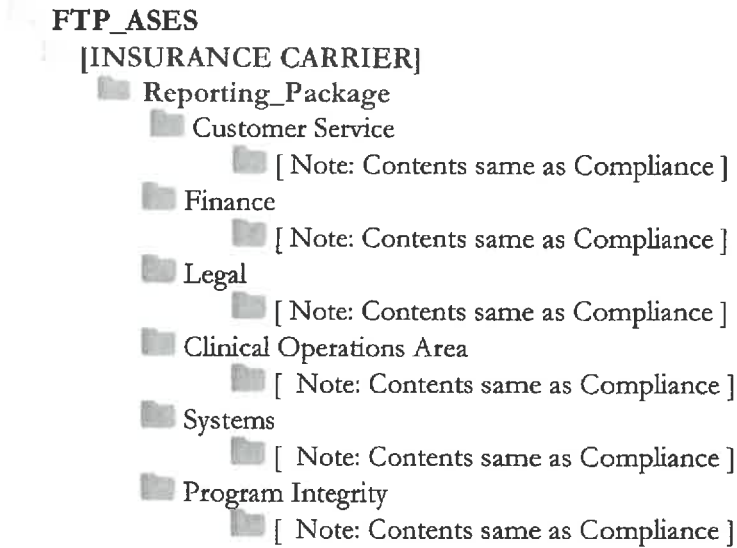
All contents for the *"Reporting_Package"* folders, are explained in the following guides shared by ASES:
   - Plan Vital Reporting Guide
   - Medicare Platino Reporting Guide
   - Law 95 Reporting Guide

Example for Insurance Carrier submission (MCOs/MAOs):

Quarterly submission for report 03 "Fraud, Waste and Abuse": RP_13_03_2022030.xml. (Production Environment)

Example of Use Starting December 01, 2022

FTP_ASES
   FTP_CARRIER_NAME
      Reporting_Package
      Compliance
         3-Quarterly
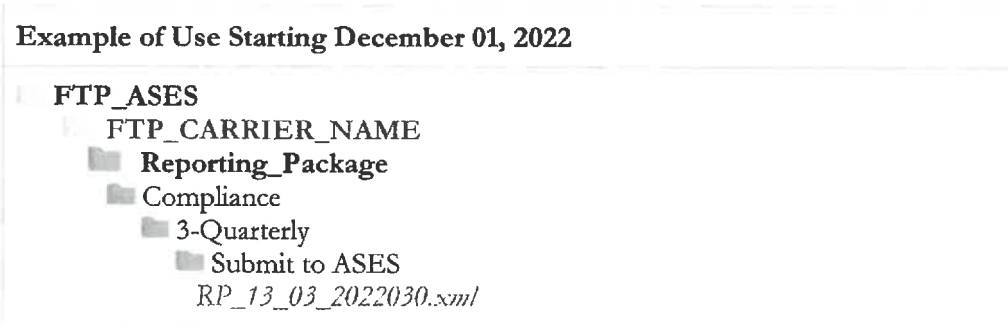   Submit to ASES
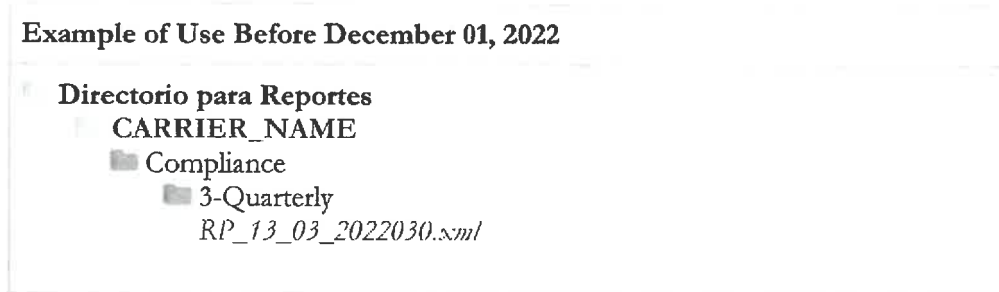   *RP_13_03_2022030.xml*

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Some Insurance Carriers used a different folder organization in the past. Please note that this will no longer be supported:

Example of Use Before December 01, 2022

Directorio para Reportes
   CARRIER_NAME
   Compliance
      3-Quarterly
         RP_13_03_2022030.xml

Other Guidelines

- No Entity other than ASES should create folders or subfolders without the written authorization of ASES, as they will be deleted without prior notice and files placed in a folder not authorized by ASES will not be considered received.

- For Test environments the folder structure will be the same as the Production Environment, except that the root folder will be as follows:
  - For QA Tests the root folder is:
    - FTP_ASES_TEST

  - For other required tests that are used in parallel, a specific structure can be created using a number after the word TEST, this environment will be created on demand. Example of root folders:
    - FTP_ASES_TEST01
    - FTP_ASES_TEST02

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ADDENDUM 9

ASES Non-Risk Payment Arrangement SMA, Hepatitis C and Synthroid

The ASES Supplemental Payment Process ended on 3/3/2024.

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