DATABOOK INTRODUCTION

Overview

The ALTCS/EPD databook consists of two text files. One file containing prospective member month information and the other file containing prospective utilization and cost information for contract years:

- 13 (10/01/2012 – 09/30/2013) contract year 31
- 14 (10/01/2013 – 09/30/2014) contract year 32
- 15 (10/01/2014 – 09/30/2015) contract year 33

No completion factors have been included in the data above. For completion factor assumptions used to calculate the medical component rate ranges see Section F – Rate Setting Document in the data supplement.

All nursing facility costs in the databook are net of Share of Cost (SOC). The bidder should take this into consideration when setting the gross nursing facility rate.

Utilization and cost data included in this databook are based on encounter data submitted by current ALTCS/EPD Contractors contracted with AHCCCS. An encounter is a record of medical services provided by Contractors to AHCCCS members. AHCCCS compiled these encounter submissions and summarized them in a text file (i.e. databook) for bidder use. AHCCCS performs encounter validation studies on an annual basis. Because of the many review processes that AHCCCS performs to ensure timeliness, accuracy and completeness of its encounter data, AHCCCS and its actuaries weight the encounter data for capitation rate setting more than financial information. However, AHCCCS cannot guarantee that the encounter data is 100% accurate and complete; therefore, the bidder should use this data with care and consider other factors that will impact capitation rates.

Databook and Report Descriptions

The ALTCS/EPD member month databook contains member month information by contract year, Geographic Service Area (GSA), county, placement and with/without Medicare. The ALTCS/EPD encounter databook contains utilization and cost information by contract year, Geographic Service Area (GSA), county, service matrix category, placement and with/without Medicare. Individual Contractor information is not available.

Summary reports by County, GSA, Placement and Contract Year for member months and County, GSA and Contract Year for costs and units are provided by AHCCCS in Section C in the data supplement, so that bidders may perform high level checks and verify their data extracts.

The databooks contain service matrix categories fields. Section D of the data supplement contains the ALTCS EPD Service Matrix, which provides the criteria used to group the

encounters into the service matrix categories as well as what was used in the service utilization count field.

Annualized utilization per 1,000 is calculated by dividing the total number of encounters/units in the service utilization count field by the total number of member months and multiplying the result by 12,000 (1,000 members for 12 months). This formula yields average annual utilization per 1,000 members.

Unit Cost information is calculated by dividing the total costs by total units. The costs are actual costs reported by the Contractor unless the Contractor has a sub-capitated arrangement. This type of arrangement would be noted by the sub-capitation code on the encounter. If there is a sub-capitated arrangement and the Health Plan Paid Amount is zero, the lesser of the "AHCCCS Allowed Amount" or "Billed Amount" is used in place of the zero.

Per Member Per Month (PMPM) is calculated by taking Utilization Per 1,000 multiplied by Unit Cost divided by 12,000, or Costs divided by member months.

Databook Layout

Section C of the data supplement contains two text files that are comma delimited with a single-quote text qualifier, with the following names:

1) Prospective Utilization and Cost Text File
2) Prospective Member Months Text File

The layout and descriptions of the files are provided below. These files may be imported or read into an application program (i.e., Microsoft Excel, Microsoft Access etc.) for additional analysis and reporting. If loading into Excel, click on "Delimited", click Next, then click Comma, then click the single-quote text qualifier. If loading these files into MS Access, first click on comma delimited, then click the single-quote text qualifier and then check the box for "First Row Contains Field Names". Do not check the "First Row Contains Field Names" until you click the single-quote text qualifier or you will get a text box indicating that you have some invalid field names.

Summary reports are also provided summarizing costs, utilization and member months. The summary reports have the following names:

1) Prospective Utilization and Cost Summary Report
2) Prospective Member Months Summary Report

Notes regarding the text files:

- Each record (row) represents data for a specific Contract Year, GSA, County, Service Matrix Category (encounters only), Placement and With/Without Medicare

- Numeric Values for Contract Year, GSAs, Counties and Service Matrix Categories are provided for sorting convenience.

Prospective Utilization and Costs:

Column Name	Description
CTRTYR	Contract Year
CTRT-YR DESC	Dates for the Contract Year
GSA-CD	GSA Number
GSA-CD-DESC	Description of the GSA (i.e. Counties in GSA)
CTY-CD	County Number
CTY-CD-DESC	County Name
SVC	Numeric Value for Service Categories
SVC-DESC	Service Categories
PLCMENT	Alpha-Numeric Value for Placement
PLCMENT-DESC	Placement Description
WMDC UNTS	With Medicare (Dual) Utilization
WMDC DBK	With Medicare (Dual) Costs
WOMDC UNTS	Without Medicare (Non-Dual) Utilization
WOMDC DBK	Without Medicare (Non-Dual) Costs
TOTL UNTS	Total Utilization
TOTL DBK	Total Costs

Prospective Member Months:

Column Name	Description
CTRT YR	Contract Year
CTRT-YR-DESC	Dates for the Contract Year
GSA	GSA Number
GSA-DESC	Description of the GSA (i.e. Counties in GSA)
CTY-CD	County Number
CTY-CD-DESC	County Name
PLCMENT	Alpha-Numeric Value for Placement
PLCMENT-DESC	Placement Description
WMDC	With Medicare (Dual) Member Months
WOMDC	Without Medicare (Non-Dual) Member Months
TOTAL	Total Member Months

GSA	County
North (NO)	Apache, Coconino, Mohave, Navajo, Yavapai
South (SO)	Cochise, Graham, Greenlee, La Paz, Pima, Santa Cruz, Yuma
Central (CN)	Gila, Maricopa, Pinal

County	County Description
1	Apache
3	Cochise
5	Coconino
7	Gila
9	Graham
11	Greenlee

13	Maricopa
15	Mohave
17	Navajo
19	Pima
21	Pinal
23	Santa Cruz
25	Yavapai
27	Yuma
29	La Paz

Placement	Placement Description
H	Home and Community Based Services
I	Institutional/Nursing Facility
O	Other