

Total Health Care Expenditures (THCE) Data Submitter Workgroup

May 15, 2024

Welcome

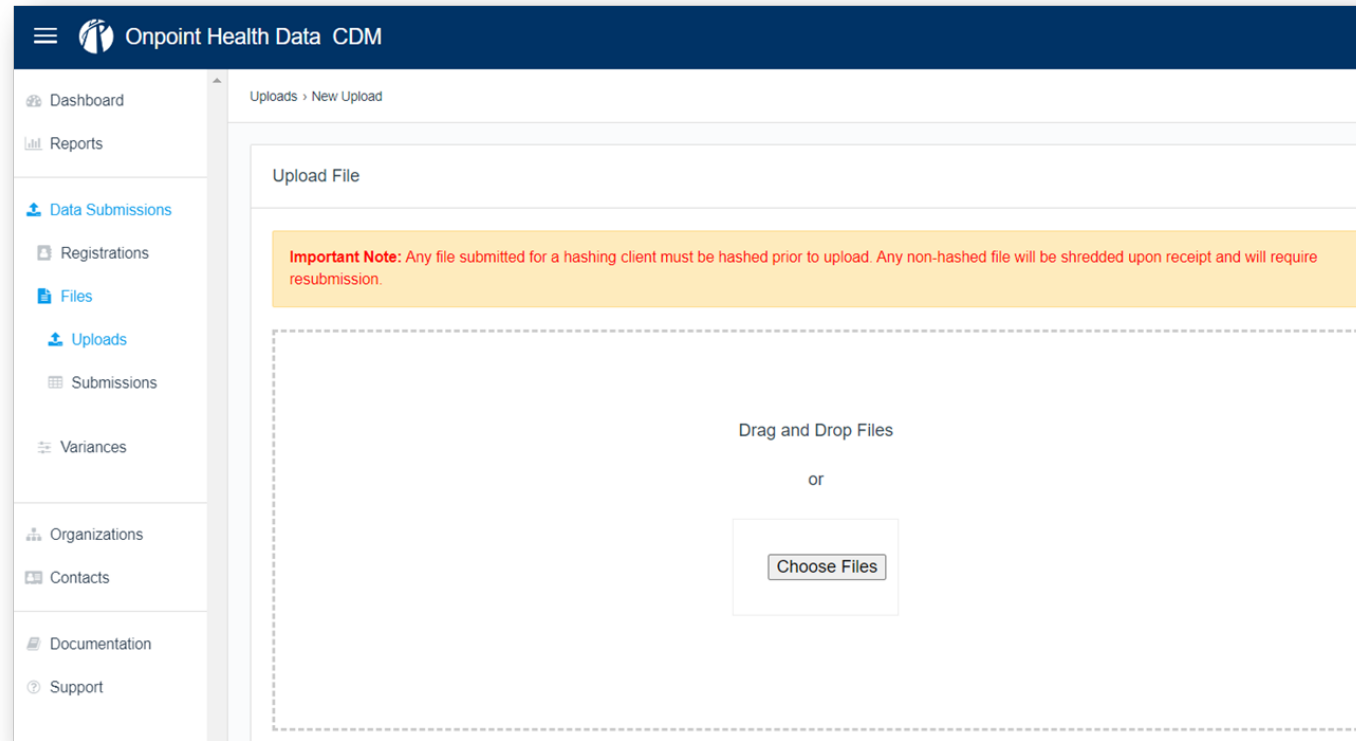
THCE Data Submitter Workgroup – Agenda

1. Data Submission Readiness PGP setup and SFTP
2. OHCA Documentation Updates
3. Submitter Roundtable
4. Next Steps

Data Submission Readiness

Overview of Two File Submission Options

- Option #1: Upload Files Manually with the Portal



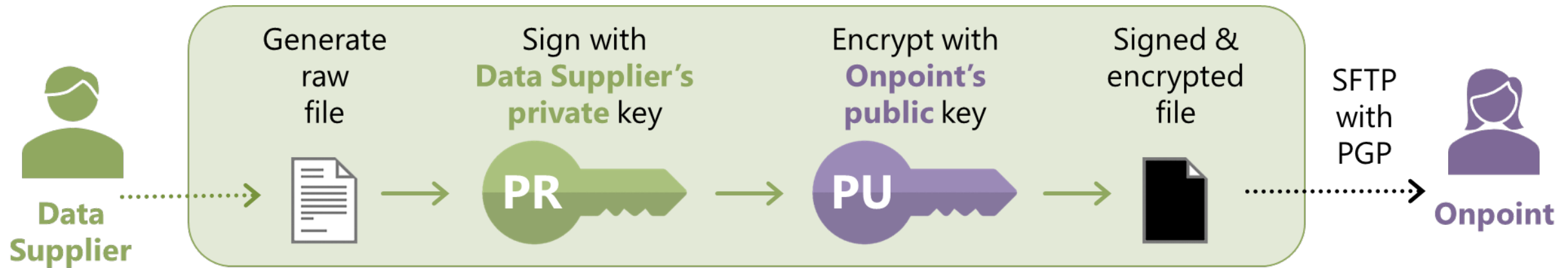
Overview of Two File Submission Options

- Option #2: Submit Files via SFTP
 - Secure File Transfer Protocol (SFTP)
 - Allows file transmissions between a client and a host system through an encrypted channel



Required for Both Options: PGP Encryption

- Allows for secure exchanges of data between two parties using a public and private key pair to encrypt sensitive data



PGP Encryption & SFTP: The Basics

- Onpoint uses PGP encryption to protect files (at rest) and confirm the sender
- As part of PGP encryption and SFTP data transfer, submitters will generate two sets of key pairs:
 1. A PGP key pair, used for encrypting your data
 2. An SSH (Secure Shell) key pair, used for SFTP account authentication
- Both PGP and SSH key pairs have a public and a private key
 - Private keys should never be shared and should be backed up
 - Public keys are transferable and will be shared with Onpoint
- Different organizations have different security requirements; contact your IT team to confirm your organization's firewall access

Demonstration of PGP Encryption & SFTP Access

FAQs: Submitting via SFTP & PGP Encryption

"Why do I still see my submission in my SFTP account after file transfer?"

- Files "live" within your SFTP account for 30 days but can be deleted or resubmitted at your discretion
- After 30 days, files are archived locally for 150 days within your SFTP account but cannot be updated or deleted without permission from Onpoint's IT department
 - To update or delete visibly archived files, please send your request to:
ohca-support@onpointhealthdata.org

"How do I know whether my file transferred successfully?"

- SFTP submission and file progress are traceable in the data collection portal
- Automatic emails will inform your team if a file fails during the transmission process

FAQs: Submitting via SFTP & PGP Encryption (cont.)

"If our team submits data to Onpoint for another data collection program, can we use the same SFTP account to transfer data for the OHCA THCE submission?"

- No; Onpoint requires distinct SFTP accounts for each data collection program to ensure each program's dataset is maintained separately and securely
- Submitters can use the same PGP and SSH keypairs for their OHCA SFTP account as those used for another data collection program; if your team chooses to use the same PGP and SSH keypair for the OHCA submission as used for another data collection program, please include this information in your request for SFTP set-up to Onpoint

"Do we have to encrypt the files if we are using SFTP?"

- Yes; PGP encryption is required when submitting data to the OHCA program through both SFTP and manual upload within the data collection portal

FAQs: Submitting via SFTP & PGP Encryption (cont.)

"Can we submit data through both SFTP and manual upload within the data collection portal?"

- Both manual upload and SFTP file submissions are acceptable, however, Onpoint recommends selecting a single method for all submissions to avoid confusion and potential duplicate submissions.

"When uploading files within Onpoint's Claims Data Manager (CDM) for other data collection programs, there is a dropdown for submitters to select the program for which their team is uploading a file. Will this same dropdown be available for the OHCA program, or will the OHCA program require a separate log-in to CDM?"

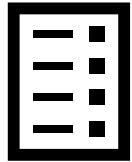
- Onpoint CDM will have a dropdown where you will select CA OHCA – HCAI for submission of the OHCA THCE files; no separate CDM long-in will be required.

Next Steps for Establishing SFTP Connectivity

- Onpoint has created a user guide for PGP set-up and SFTP connectivity that details all aspects of the process, including...
 - Step-by-step directions regarding PGP and SSH key generation
 - An overview of establishing SFTP connectivity with Onpoint
 - Guidelines for file signing, encryption, and decryption
- Onpoint will send a follow-up email with SFTP registration form and user guide
- Communicate with your IT department to coordinate SFTP connectivity efforts
- **Please note:** While submitters are encouraged to prepare PGP and SSH key pairs and initiate internal requests for PGP encryption and SFTP connectivity, Onpoint cannot complete SFTP requests until the submitter's **registration is complete.**

OHCA Documentation Updates

OHCA Attribution Addendum



February 2024

OHCA published a draft Attribution Addendum



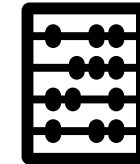
April 2024

Payers match physician organizations on the Addendum to TINs and submit a file to OHCA during registration



May – June 2024

OHCA consolidates lists and publishes final Attribution Addendum



July – August 2024

Payers use the Attribution Addendum to attribute each member's total medical expenses and submit to OHCA by September 1st

PO / TIN Lists

- This list will be published on the HCAI website. Please make certain the lists you submitted did not contain SSNs
- The TIN List should have only included POs to which you can attribute at least 1,000 lives (not member months)
- If you added an individual practitioner to the list for the purpose of attribution, be sure the TIN you provided is not an SSN
- If you need to update your list, contact OHCA@HCAI.ca.gov

THCE Data Submission Guide

- OHCA plans to revise the list of Los Angeles County ZIP codes in Appendix C of the Data Submission Guide
- Current list is missing several non-spatial ZIP codes, which submitters may need for reporting a member's region
- Changes to Appendix C will be published with the update to the Attribution Addendum, planned for late June 2024
- Contact OHCA@HCAI.ca.gov if you have any questions or concerns

Submitter Roundtable

Next Steps

Next Steps for Data Submission



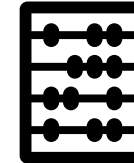
Complete

Submitters complete registration form in CDM



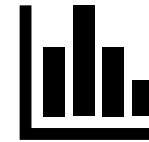
May – June 2024

Work with Onpoint to establish PGP encryption and SFTP connectivity; submit optional test files



July – August 2024

Submit 2022 and 2023 TME data before September 1st



November 2024

Individual payer previews

Next Meeting

- Next Meeting – Wednesday June 19th
- Topics:
 - Member Attribution
 - Data Validations
 - Other?
- Meeting Questions?
 - Submit to OHCA@hcai.ca.gov

Questions?