



Bureau of TennCare IS Policy Manual

REVISED- -05/31/2016

Policy No: BTC-Pol-Enc-201111-001	
Subject: School Based Encounter File	
Approval: Encounter Data Policy Workgroup	Date: 02/10/2012

PURPOSE OF THE POLICY STATEMENT: To clarify TennCare's procedures regarding creation and submission of the School Based Encounter file for dental services.

POLICY:

The Department of Health (DOH) performs oral disease prevention services for school children in grades K-8 attending public schools where approximately 50 percent or more of the student population participates in the school lunch program. DOH may also provide these services in other settings when school is not in session or school populations are not available. A federal grant is administered by the Bureau of Health Services Dental which is in place that governs the services covered in this policy.

General Requirements:

In order to meet the obligations imposed on TennCare for the provision of information and to support the timely provision of ad hoc report requests that TennCare may need, DOH and the DBM must perform the steps described below. Please note that all quarters are based on the State Fiscal Year: July 1 through June 30.

- Step 1.** DOH must maintain a current database capable of retrieving data that TennCare provides to the DBM for the purpose of developing complete statistics on program wide utilization and for ensuring that frequency limits for oral evaluations and dental sealants per enrollee are not exceeded. At a minimum, the database shall include:
- a. Individual Data for TennCare Children:

1. Member Name
2. Member SSN or TennCare ID #
3. Dates of Service
4. Specific service provided by current ADA procedure code
5. Servicing Provider #

b. Group data for non-TennCare children: specific service provided in aggregate

Step 2. No later than 30 days after the end of each quarter, DOH must submit the following reports to TennCare's Dental Director:

- a. Statewide Quarterly Encounter Data Report containing:
 1. Total number of dental screenings (D0191) conducted
 2. Total number of children receiving dental sealants (D1351) and number of teeth sealed (delineated by TennCare children and non-TennCare children)
 3. Total number of children receiving fluoride varnish D1206 (delineated by TennCare and non-TennCare children)
 4. Total number of children receiving prophylaxis D1110 or D1120 (delineated by TennCare and non-TennCare children)
 5. Total number of Oral Evaluations performed (D0120) on TennCare enrollees
 6. Penetration rate (i.e., total number of schools completed/number of schools targeted)
- b. A quarterly report on the number of children referred to a dentist for treatment, and the percent of follow-up of urgent cases
- c. A quarterly report on the total number of children in target schools who have received oral health education and the number of children who have received TennCare informational materials

Step 3. No later than 30 days after the end of each quarter, DOH places a file containing the required information listed above served during that quarter onto TennCare's SFTP server in the folder named `"/tnicare/DOH/dental/in."` The file shall be in a zipped format to preserve the carriage return line feeds.

NOTE: The number "2" at the end of a name indicates that DOH saw the member twice on different dates. Each entry for that person is a separate service, NOT a duplicate.

Step 4. The DBM retrieves the information from DOH's file and creates an encounter file.

NOTE: This encounter file should be named in accordance with the naming standards specified in the “Encounter File Naming Standard” policy. The file naming standard is d837XXXYYMMDDYYMMDDasSS where the XXX = the three digit DBM number. For example, the first encounter file for school-based dental services performed from October 1, 2016, through December 31, 2016, would look like this: d837XXX161001161231as01 where XXX = DBM number.

- Step 5.** No later than 60 days after the end of each quarter, the DBM places its encounter file onto TennCare’s SFTP server in the MCCXXX/X12N/encounter/in where XXX = three digit DBM number.
- Step 6.** If, during the creation of the encounter file, the DBM identifies a record in the DOH file that does not meet the DBM’s logic criteria for it to be processed into an encounter file, then the DBM will notify TennCare of the issue and TennCare will contact DOH. DOH will decide to either correct or delete the service and then resubmit the file. The DBM logic used can be found in Appendix A.
- Step 7.** TennCare processes the DBM’s school based encounter file after the weekly production files from the DBM have been processed.

Exceptions:

None

REFERENCE DOCUMENTS:

1. HIPAA Implementation Guides – 837D. The front matter of the 5010 TR3s should be referenced for additional provider information.
2. TennCare HIPAA EDI Companion Guides located on SFTP for authorized users
3. Bureau of Health Services Dental (administrator of Federal grant) – Located on the TennCare Intranet in the contracts section.
4. 4. IS Policy # BTC-Pol-Enc-200711-001 – Encounter File Naming Standard

OFFICES OF PRIMARY RESPONSIBILITY:

1. TennCare IS Division—to ensure that encounter claims are submitted to TennCare in the approved format.
2. Information Systems Management Contractor – to process encounter claims through the TCMIS system.
3. DBM - to follow and enforce transaction requirements.

APPENDIX A:

DentaQuest’s Logic to Create School Based Encounter File from Department of Health Data:

For DOH school based encounter files, the date of service and paid date fields are derived from other fields as indicated below in illustration 1. If a DOS or paid date for a claim is outside of the quarter that DOH is submitting for, it is due to the DOS being program driven not date of service driven and encounters are to be created for them by DentaQuest and submitted in the school based file to TennCare.

A comment must be provided on the TennCare transmittal log for school based encounter files indicating that the submission is for DOH school based encounters.

The following is the DentaQuest logic used for the school based encounter file from DOH. In illustration 1 below, each procedure code line is independently driven from one another. The data load conditions must be met in order for the field to be used as a DOS or Paid Date. If the data load conditions are not met, reference step 6 in the school based encounter file policy.

Illustration 1: DentaQuest logic for deriving date of service and paid date

procedure_code	Data Load Conditions	Field used as DOS	Field used as PaidDate
D0120	When "OralEvalADACode" is populated AND equal to "D0120"	"ExamDate"	"ExamDate"
D0191	when "D0191ScreeningDate" is populated	"D0191ScreeningDate"	"D0191ScreeningDate"
D1110	when "D1110ScreeningDate" is populated	"D1110ScreeningDate"	"D1110ScreeningDate"
D1120	when "D1120ScreeningDate" is populated	"D1120ScreeningDate"	"D1120ScreeningDate"
D1206	when "D1206ScreeningDate" is populated	"D1206ScreeningDate"	"D1206ScreeningDate"
D1351	When "SealantADACode" is populated AND equal to "D1351" AND when at least one of the following fields is populated with a "1": "Tooth02", "Tooth03", "Tooth04", "Tooth05", "Tooth12", "Tooth13", "Tooth14", "Tooth15", "Tooth18", "Tooth19", "Tooth20", "Tooth21", "Tooth28", "Tooth29", "Tooth30", and "Tooth31"	"SealantDate"	"SealantDate"

The following is the file format for DOH School Based Files; all columns must be present in the file. The layout below has been validated with DOH as of 03/16/2016.

Illustration 2: DOH school based encounter file layout

"FirstName", "LastName", "MI", "StreetAddress", "City", "State", "ZipCode", "DOB", "Sex", "SystemNumber", "SchoolNumber", "SchoolOrProjectName", "TennCareID", "MCO_DBM", "ProviderNumber", "SealantDate", "Tooth02", "Tooth03", "Tooth04", "Tooth05", "Tooth12", "Tooth13", "Tooth14", "Tooth15", "Tooth18", "Tooth19", "Tooth20", "Tooth21", "Tooth28", "Tooth29", "Tooth30", "Tooth31", "TennCareTeethSealed", "Exam", "ExamDate", "School", "Community", "MobileDentalUnit", "ReferredForTreatment", "ReferredForTreatmentDate", "ProjectComplete", "TennCareProviderNum", "ReferUrgentTreatment", "ReferNonUrgentTreatment", "SealantADACode", "OralEvalADACode", "IndividualTotalTeethSealed", "TeethSealedNone", "TeethSealedAll", "TeethSealed1stMolars", "Region", "MainVer", "MainVerDC", "CDUserVer", "CDUserVerDC", "CDRegDirVer", "CDRegDirVerDC", "ProjectEndDate", "ProjectAppensionDate", "MainVerDateEntered", "D0999ScreeningDate", "D0

BTC-Pol-Enc-201111-001

191ScreeningDate", "D1206ScreeningDate", "D1120ScreeningDate", "D1110ScreeningDate", "CentralOfficeProjectAppension"

The Sealant Date can be used as DOS. If the Sealant Date field is blank, that means only an exam was performed; no work was done. The exam date can then be used as DOS.