Data Book Introduction

AHCCCS provides Data Books to present Offerors with cost and utilization data. The Data Books have traditionally been provided to Offerors for use in the preparation of a medical cost component capitation rate bid when such bids are required. For the Arizona Long Term Care System (ALTCS) Elderly and Physically Disabled (EPD) (ALTCS-EPD) RFP, which does not include a requirement for a medical cost component bid, the Data Books are provided to allow the Offerors insight into the scope of the utilization and expenditures.

Section G - Enrollment, Member Months, and Placement Information contains historical membership and placement information used in capitation rate development. This section also contains projected membership information.

The ALTCS-EPD Data Book files consist of one summary excel file (Service Summary Report) and one detail excel file (Service Detail File). The ALTCS-EPD Data Book files contain utilization and cost information for:

- Contract Year Ending (CYE) 20 (10/01/2019 – 09/30/2020); also known as contract year 38
- CYE 21 (10/01/2020 – 09/30/2021); also known as contract year 39
- CYE 22 (10/01/2021 – 09/30/2022); also known as contract year 40
- 1st Quarter CYE 23 (10/01/2022 – 12/31/2022); part of the period known as contract year 41

The Service Detail File does **not** have completion factors added and is based on fully adjudicated and paid encounter data.

An encounter is a record of a medical service provided by an AHCCCS registered provider to an AHCCCS member. AHCCCS conducts encounter validation studies on an annual basis. Additionally, AHCCCS' actuaries perform a variety of analyses to gauge the completeness of encounter data and to ensure the appropriateness of payment data. Because of the many review processes that AHCCCS performs to ensure timeliness, accuracy and completeness of its encounter data, encounter data is the primary source used for setting capitation rates. However, AHCCCS cannot guarantee that the encounter data is 100% accurate and complete; the Offeror should use this data with care and consider other factors that may impact capitation rates.

The Service Detail File was run after the second April 2023 encounter processing cycle. Utilization and cost data included in the Service Detail File is based on approved and adjudicated encounter data submitted by AHCCCS Contractors for the ALTCS-EPD Program.

Data Book Files Exclusions and Adjustments

The information contained in the Data Book files only include information pertaining to TXIX/TXXI service for the ALTCS-EPD Program. Non-TXIX/TXXI and non-covered services are excluded from the Data Book files contained in this section of the ALTCS-EPD data supplement. The Data Book files are not adjusted for any program and reimbursement changes.

Data Book Files and Report Descriptions

The costs included in the Data Book files are actual costs reported by the Contractor unless the Contractor has a sub-capitated or block purchasing arrangement. This type of arrangement would be noted by the CN1 code equal to 05 on the encounter. If there is a sub-capitated/block purchasing arrangement, AHCCCS has formulaically estimated a cost for each encounter with CN1 code equal to 05, and those estimated costs are included in the Data Book files.

The Service Summary Report is provided so that Offerors may perform high level checks and verify their data extracts. This report contains costs and service units by CYE and risk groups.

The Service Detail File contains monthly utilization and cost detail information. See table below for the fields included in this file including service matrix category fields. The Bidders' Library, Data Supplement, Section D contains the Data Book Service Matrix which provides the criteria used to group the encounters into the service matrix categories.

Column Name	Description
CTRT-YR	Contract Year
DOS	Begin DOS (YYYYMM)
CTY-CD	County Number
CTY-CD-DESC	County Name
GSA	Geographical Service Area
FORM-TYPE	AHCCCS Form Type
RISK-GRP	Risk Group Breakouts (Dual, Non-Dual)
ELG-TYP	Eligibility Type (Prospective, PPC, Acute Care Only)
SVC-LEVEL1	Service Matrix Level 1 Category Number
SVC-LEVEL1-DESC	Service Matrix Level 1 Category Description
SVC-LEVEL2	Service Matrix Level 2 Category Number
SVC-LEVEL2-DESC	Service Matrix Level 2 Category Description
SVC-LEVEL3	Service Matrix Level 3 Category Number
SVC-LEVEL3-DESC	Service Matrix Level 3 Service Category Description
TOTL COSTS	Total Costs
TOTL UNTS	Total Utilization