

## **DATA SUPPLEMENT INSTRUCTIONS AND OVERVIEW**

As part of the AHCCCS ALTCS/EPD RFP process, supplemental data is available to prospective bidders via a web-based Bidder's Library. This section of the Bidder's Library titled "Data Supplement" contains various utilization, cost, demographic, member month and financial information to aid in developing the capitation rate bids. This Data Supplement also contains databooks showing utilization, cost and member month information for contract years '08 (10/01/07-09/30/08), '09 (10/01/08-09/30/09), and nine months of contract year '10 (10/01/09-06/30/10). See Section C of the data supplement for further information on the databooks.

In addition to the data contained in this Data Supplement, AHCCCS utilizes data from a large variety of sources to determine actuarially sound rate ranges. However, the data contained herein, especially the databooks, are the cornerstone of the capitation rate development process.

The following data is included in the following sections of the Data Supplement:

<b>Section</b>	<b>Description</b>
A.	Data Supplement Instructions and Overview
B.	Program Changes
C.	Databook Information
D.	Service Matrix / Selection Criteria
E.	AHCCCS Category of Service/Form Type/Provider Types/Descriptions
F.	Bid Submission Tools
G.	Enrollment/Placement Information
H.	Financial Information
I.	Capitation Rates
J.	Reinsurance

Due to privacy laws, certain data and reports are not available to the general public. This information will be provided to the Offeror via the Electronic File Transfer/Secured File Transfer Protocol (EFT/SFTP). All reports available via the EFT/SFTP are listed in the Bidder's Library, Data Supplement for Offerors under List of Data Supplement Reports and Files available on the EFT/SFTP. The data and reports will be located in a secured folder named EPDRFP12. Under that folder is a secured folder named DataSupplementFiles in which the Offeror's will be able to download the data. Also under the EPDRFP12 folder each Offeror will have a secured folder with their name in which they may upload data.

AHCCCS is requesting each Offeror to send a list of those individuals who will need access to the data and reports on the EFT/SFTP to Celia Rodriguez at [Celia.Rodriguez@azahcccs.gov](mailto:Celia.Rodriguez@azahcccs.gov).

ALTCS RFP '12

Section A – Data Supplement Instructions and Overview

In addition, each individual who needs access must complete both the Electronic Data Exchange Request and the External User Affirmation Statement and either email these forms to [AHCCCSDataExchange@azahcccs.gov](mailto:AHCCCSDataExchange@azahcccs.gov) or fax to 602-252-2163, Attention: ISD Data Security.

**Electronic Data Exchange Request Form:**

<http://www.azahcccs.gov/commercial/Downloads/ISD/ElectronicDataExchangeForm.doc>

Section I – Check ‘Add User’ box and define data access needs for the user (both upload and download)

Section II – Entity name, Entity Submitter ID (*submitter ID not needed for entities not currently under contract*), User name and individual email address, street address, and telephone

Section III – not necessary

Section IV – Type of data being exchanged: ALTCS (EPD) RFP Data

Section V – Check Affirmation Attached check box

**External User Affirmation Statement:**

<http://www.azahcccs.gov/commercial/Downloads/ISD/ExternalUserAffirmationStatement.pdf>

Once the list of users and all forms have been completed and received, AHCCCS will take the steps necessary to ensure the users have access to the EFT/SFTP. If assistance is needed, contact Celia Rodriguez via email at [Celia.Rodriguez@azahcccs.gov](mailto:Celia.Rodriguez@azahcccs.gov).