

AHCCCS Targeted Investments Program

TIP Justice – Referral Lists

Center for Health Information & Research (CHiR)

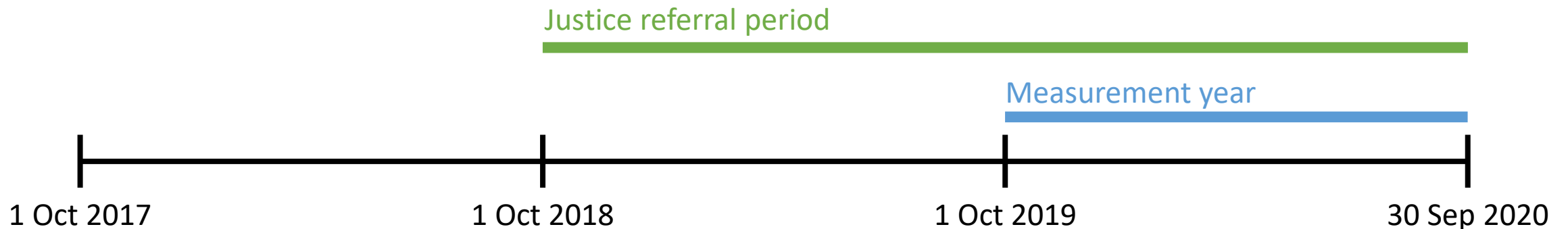
10 Feb 2021

Outline

- Purpose of referral lists
- How to prepare referral list files
- When to submit referral list files

Referrals are used for member attribution

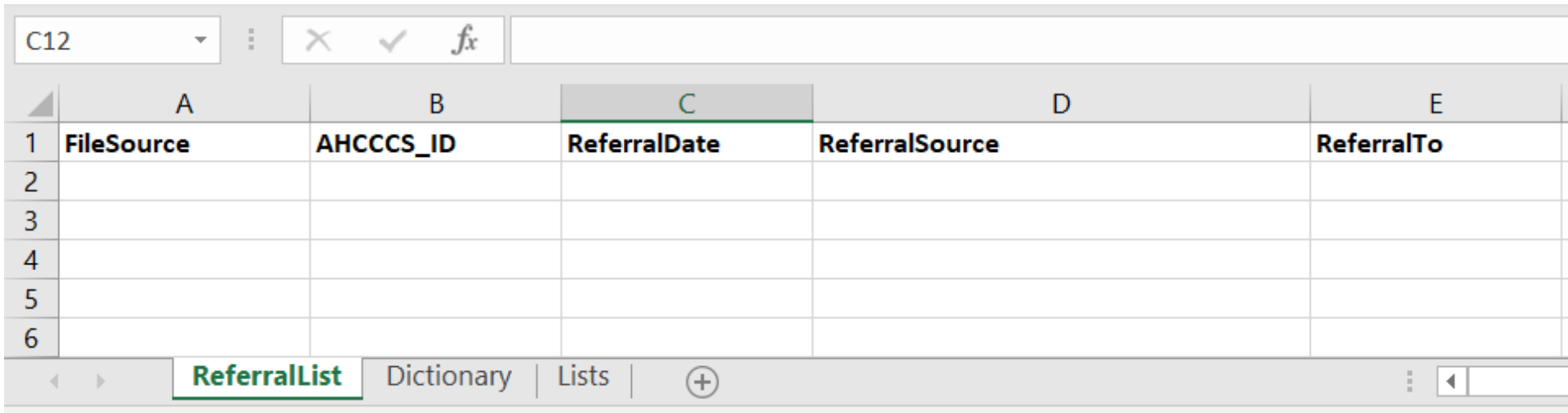
- Members will be included in a Justice organization's denominator if:
 - They meet all measure-specific denominator criteria (e.g., minimum enrollment, qualifying services, etc.), AND
 - They were referred to the organization within the 2 years prior to the end of the measurement year
- Example: Measurement year 202009



File preparation – Data elements

- Save referral lists as Excel (.xlsx) files
- Include the following columns
 - **FileSource:** Organization sending the referral list
 - **AHCCCS_ID:** A# for individual referred to a TI-Justice clinic
 - **ReferralDate:** Date member was referred to a TI-Justice clinic
 - Use the “3/14/2012” date format
 - **ReferralSource:** Organization/entity that referred the member
 - **ReferralTo:** TI-Justice organization that the member was referred to
- Name the sheet **ReferralList**

File preparation – Template view



The image shows a screenshot of an Excel spreadsheet in 'Template view'. The spreadsheet has a header row (row 1) with five columns labeled A through E. The column headers are: A: FileSource, B: AHCCCS_ID, C: ReferralDate, D: ReferralSource, and E: ReferralTo. The rows below the header (rows 2-6) are empty. The spreadsheet is titled 'ReferralList' and is part of a workbook containing 'Dictionary' and 'Lists' sheets. The active cell is C12.

	A	B	C	D	E
1	FileSource	AHCCCS_ID	ReferralDate	ReferralSource	ReferralTo
2					
3					
4					
5					
6					

- Note the order and spelling of column names
- Also note the name of the sheet

File preparation – Dropdown fields

	A	B	C	D	E
1	FileSource	AHCCCS_ID	ReferralDate	ReferralSource	ReferralTo
2					
3					
4					
5					
6					

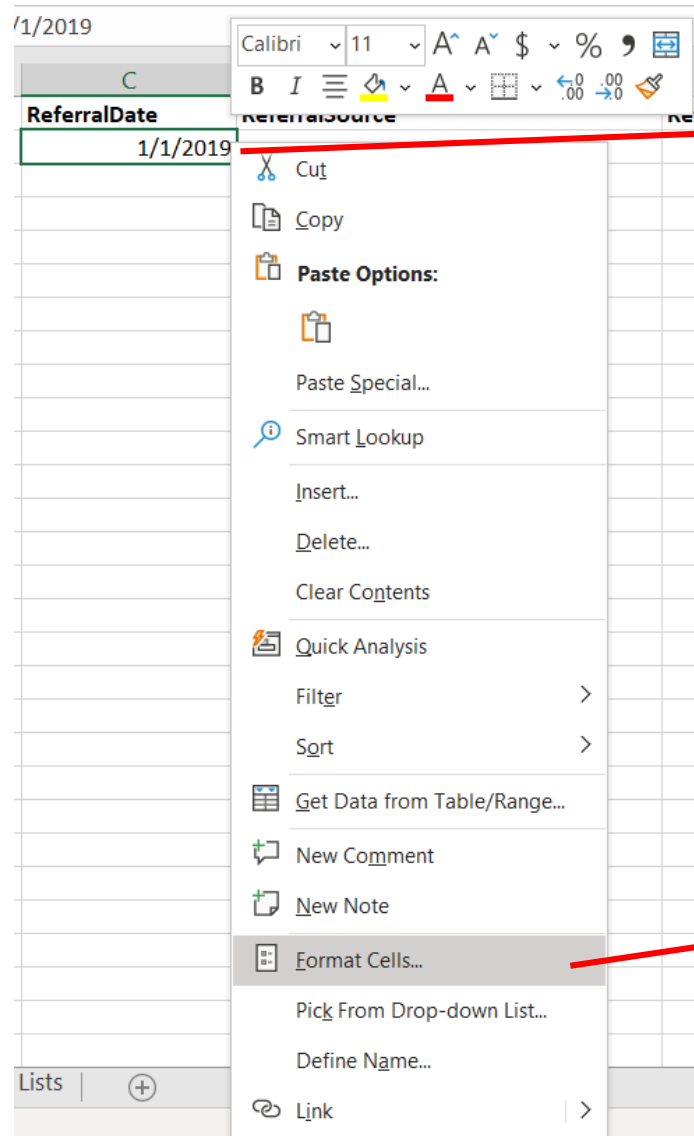
ReferralList | Dictionary | Lists | +

A
FileSource AH
AzCH
BUFC
Care1st
CHA
HealthChoice
Magellan
MCP
Spectrum

D
ReferralSource Ref
Member's PO
Member's PO
Plans/ Release Planners
Courts/ Jails
Other Providers/ Self-Referral/ Word of Mouth

E
ReferralTo
CHA
CHA
Spectrum
SWBHS
Terros
Valleywise

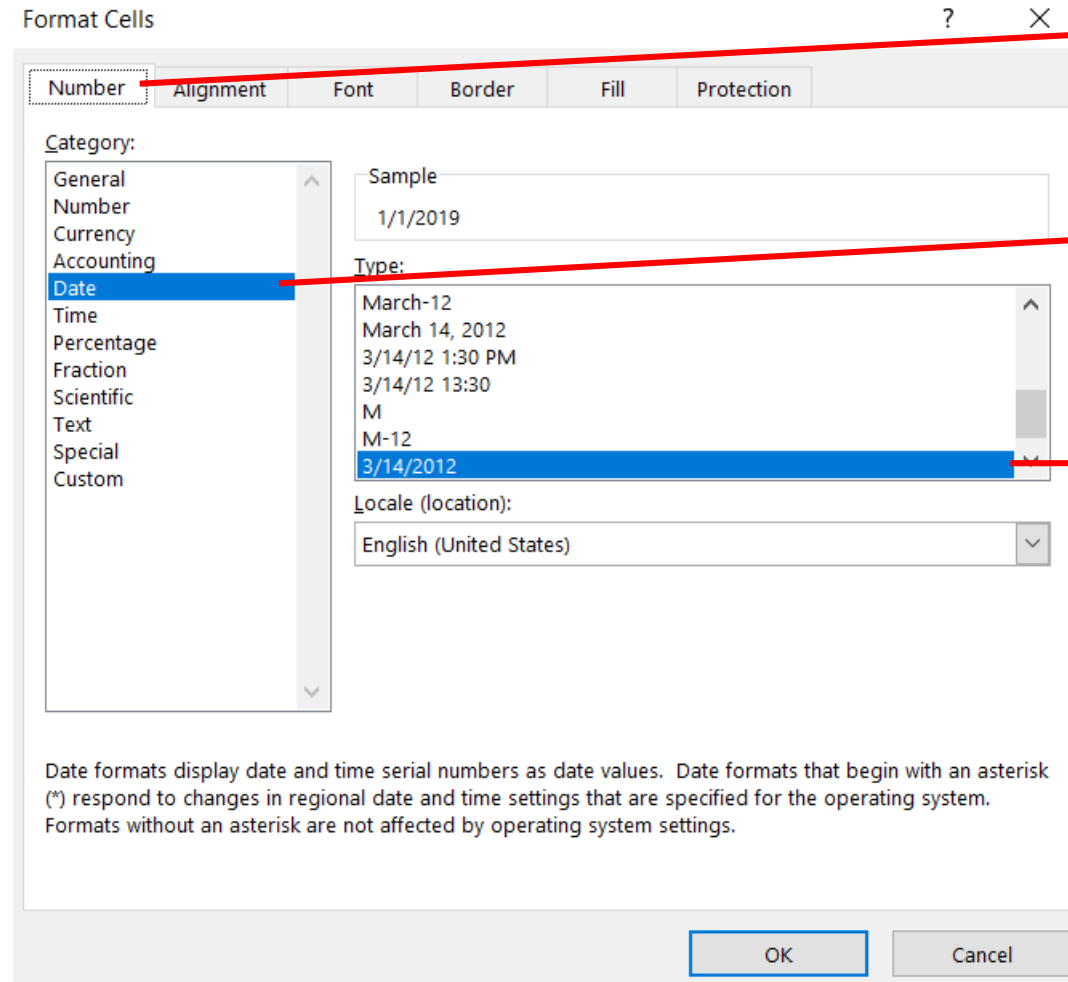
File preparation – ReferralDate format



Right-click on date cell

Select "Format Cells..."

File preparation – ReferralDate format



Select the "Number" tab

Select the "Date" category

Ensure "3/14/2012" is selected

File preparation – Naming conventions

- File names should follow the format:
ReferralList_[OrgName]_[YYYYMM].xlsx
 - OrgName: Name of the organization submitting the file
 - Allowable values:

AzCH	MCP
BUFC	Spectrum
Care1st	SWBHS
CHA	Terros
HealthChoice	UHC
Magellan	Vallewise
 - YYYYMM: Month and year of the most recent data in the file
 - If the file includes referrals made through 30 Sep 2020, then this value would be 202009
- Example: ReferralList_HealthChoice_202101.xlsx

File submission

- Please submit files by the 15th of each month
- Instructions on how to submit files via SFTP can be found on www.TIPQIC.org
- Consistent naming and formatting of each data element ensures that files can be processed quickly and easily by the data team at CHiR

Questions

Email us at TIPQIC@asu.edu