State of Michigan
Workers' Compensation Agency
Compensation Supplement Fund Reimbursement
EDI Requirements

Establish EDI Partnership:

Prior to acceptance of electronic submission of CSF Reimbursement Applications (Form WC-114), the following preparations must be completed. To initiate a CSF EDI partnership, please contact James Kurikesu via phone at (517) 284-8916 or email at kurikesuj@michigan.gov.

- ***Trading Partner Agreement:*** CSF EDI submitters must sign an Electronic Partnering Agreement. The agreement establishes a mutual understanding of the method and processing expectations for successfully exchanging data electronically. The Agreement includes:
    - Electronic Trading Partner Profile
    - Electronic Partnering Claims Administrator ID List
    - Transmission Profile - Receiver's Specifications
    - Transmission Profile - Sender's Response
- ***Data Exchange Gateway (DEG) Requirements:***
    - An FTP Mailbox must be setup for file transfers. An IP Address, USER ID, password and pick-up/delivery instructions will be provided.
    - EDI transaction files should be 128 bit encrypted and should be transferred by FTP to the Gateway via SSL/FTP. The recommended SSL/FTP client is WS_FTP Pro (at least version 7.61) from Ipswitch Inc., which provides a stat command that is needed to keep the firewall control port opened during long file transfers using SSL.
    - The file transfer mode must be ASCII (not Binary).
    - File naming conventions have been developed to designate "Test" or "Production" transaction files. These naming conventions will be provided when the FTP Mailbox is set up. File transfers must comply with these naming conventions.
- ***Reconciliation:*** In preparation for CSF EDI processing, the Workers' Compensation Agency will extract a list of active CSF claims for the requesting carrier. The requesting carrier will work with Agency personnel to reconcile "key" data elements (i.e., SSN and DOI, CSF rate, Weekly Compensation Supplement Amount, claim status, etc.)
- ***Test Requirements:*** The following "test" conditions must be submitted to the Test environment, meet all filing requirements and be acknowledged with a "TA" or "MR" Application Acknowledgment Code:
    - Multiple periods - periods must be consecutive; amounts must calculate correctly for the period. At least one transaction must be accepted with each of the following conditions:
        - Three payment periods, i.e., 1st quarter with:
            - From 01-01-XX to 01-15-XX
            - From 01-16-XX to 03-24-XX
            - From 03-25-XX to 04-01-XX
        - Two payment periods, i.e., 1st quarter with:
            - From 01-01-XX to 02-26-XX
            - From 02-27-XX to 04-01-XX
    - Termination types – at least one transaction containing the each of following Termination Reason Codes must be accepted:
        - D (Death – including death date)
        - W (Returned to Work – including RTW date)
        - O (Other – including "reason text" and date)
        - R (Redemption – including Redemption order date)
    - Multiple filings for the same claim – i.e., 3rd and 4th quarter filings on the same SSN/DOI. The filings must be unique (not previously filed and cannot be more than one year back).

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Transmissions:

1. <u>Filing deadline</u>: Transmissions will be processed weekly on Wednesdays. Files should be transferred to the assigned CSF EDI mailbox by 5:00 p.m. on Wednesday. Transmissions received after that time will be processed the following week.

2. <u>File Structure</u>: Electronic Reimbursement Application transmissions should be composed of:
    *   One Header record (HD1), which identifies the sender
    *   One or more 114 (detail) records (Request for Reimbursement)
    *   One Trailer (TR2) summarizes the batch
    *   Transactions must be batched by carrier, i.e., administrators who service more than one carrier (F114-CARRIER-ID) should include a new header record, detail record(s) and trailer record for each carrier being reported.

    The electronic 114 record layout is 360 positions. The sender should initialize the 360 positions with spaces. Each field within the layout, if populated, should be populated based on the data element's data format. If the value of a field is not known, then it should be passed as spaces to retain data positioning for data elements in the layout. During WCA transaction processing, the data will be re-defined with the expected formatting defined in the F114 Layout.

    As a batch of transactions is compiled, detail records should be assigned a "Record Sequence Number". Sequence numbering should begin at 1 and be incremented by 1 each time a new detail record (114) is added to the batch. Detail record count in the Trailer record (TR2) should equal the number of 114 records in the batch.

3. <u>Data Requirements</u>: Electronic Reimbursement Application transactions must comply with established data requirements. Data requirements are defined in the *CSF EDI Implementation Guide*. The guide includes clarification of the following requirements:
    *   *Event Table* - Describes events that trigger criteria as well as timeliness limitations
    *   *Record Layouts* – illustrates the expected layout of the required data
        ➢ Header (HD1)
        ➢ Reimbursement Request (114)
        ➢ Trailer (TR2)
        ➢ Acknowledgement (AKC)
    *   *Element Requirement Table* -Defines Elements required for transaction processing
    *   *Edit Matrix* - Provides edits used for transaction processing. Values populated at the intersection of the Data Element number (DN) and the Error message translate as follows:
        o   "X" at the intersection indicate the edit will be applied to the data element
        o   "C" at the intersection indicate the edit will be applied to the conditions described on the Content Restrictions table
    *   *Content Restrictions* – Describes conditions/restrictions that will be applied to data elements referenced with "C" on the Edit Matrix
    *   *Form* – Illustrates the mapping of the EDI data elements to the hard copy of the Request for Reimbursement

Match Data:

Social Security Number (SSN), Date of Injury (DOI), quarter (QTR) and year (YR) will be used for determining duplicate reimbursement requests on SUPPFUND database. Corrections or changes for previously filed reimbursement quarters cannot be submitted electronically.

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Data Formats:

- Characters should be in UPPER CASE format
- Spaces indicate absence of data for every field in the record.
- **Dates:** Type = DATE: CCYYMMDD
  Data elements that are assigned the format of DATE should be populated with only a valid date. All zeros in a date field are considered to be invalid data.
  Example: CCYYMMDD: 20011201 = 12/01/2001
- **Time:**   Type = TIME: HHMMSS
  Only a valid time in military format, zero, or spaces are allowed in time fields. Use 24-hour military time. All zeros in a time field is valid and equivalent to 240000 or 2400.
  Example: HHMMSS: 142903 = 2:29:03 P.M.
- **Monetary Amounts:** Type = 9(X)V99
  Data elements that are assigned the format of 9(X)V99 (where X = number of digits) should be populated with a valid monetary amount. Valid entries consist of the number of numeric digits indicated in the 114 record layout with the decimal point assumed to be immediately preceding the last two positions.
  Example: 9(3)V99 = 05000 = $50.00
- **Numeric:** Type = N
  Data elements that are assigned the format of N should be populated with only a valid numeric. Valid values consist of 0 -9 and are right justified zero filled to the left.
  Example: 3 numeric '123' in 6 byte field = 000123
- **Alphanumeric:** Type = A/N
  Data elements that are defined the format of A/N consist of a sequence of any characters from common character code schemes of EBCDIC, ASCII, and CCITT International Alphabet 5. When using an alphanumeric field the significant characters are always left justified in the field with any remaining space in the field padded with spaces. Alphanumeric character set includes those selected from the uppercase letters, numeric digits, space character, and special characters as follows: A...Z, 0...9, < . > / ? ; : ' " [{] } \ | ` ~ ! @ # $ % ^ & * ( ) - _ = + (space). Limitations of characters or a group of characters within field, when applicable, will be indicated in the Edit Matrix. Use of any special characters as record delimiters is subject to the trading partner agreement identifying delimiters.

Acknowledgments:

Each data element is subject to edits based on the designated data format, Element Requirement Table and applicable edits described in the Edit Matrix.   The result of the edit is returned in the Application Acknowledgment Code of the Acknowledgment (AKC) record:

Acknowledgment Code	Transaction Status
TA – Transaction Accepted	Transaction as passed initial editing.
MR – Manual Review	Transaction has conditions that must be reviewed manually. The Reimbursement Request may be accepted or rejected during the manual review process.
TR – Transaction Rejected	Transaction failed initial editing. Errors must be fixed and may be re-submitted.
HD -- A batch can also be rejected	The batch failed structure edits. Detail records were not processed. The batch structure may be fixed and re-submitted.