

Data Book Introduction

AHCCCS is providing a Data Book to Offerors which contains cost and utilization data. The Data Book has traditionally been provided to Offerors for use in the preparation of a medical cost component capitation rate bid when such bids were required. For the Arizona Long Term Care System (ALTCS) Elderly and/or Physically Disabled (EPD) (ALTCS E/PD) YH27-0001 RFP, which does not include a requirement for a medical cost component bid, the Data Book is provided to Offerors for insight into the scope of the utilization and expenditures.

The Bidders' Library, Data Supplement, Section I - 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 E/PD Data Book files consist of one summary Excel file (Data Book Service Summary Report) and one detail Excel file (Data Book Service Detail File). The ALTCS E/PD Data Book files contain utilization and cost information for:

- Contract Year Ending (CYE) 23 (10/01/2022 – 09/30/2023); also known as contract year 41
- CYE 24 (10/01/2023 – 09/30/2024); also known as contract year 42
- CYE 25 (10/01/2024 – 09/30/2025); also known as contract year 43
- 1st Quarter CYE 26 (10/01/2025 – 12/31/2025); part of the period known as contract year 44

The Data Book Service Detail File does not have completion factors added and is based on fully adjudicated and paid encounter data through the first May 2026 encounter processing cycle. Utilization and cost data included in the Data Book Service Detail File is based on approved and adjudicated encounter data submitted by AHCCCS Contractors for the ALTCS E/PD Program.

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 provided in the Data Book Service Detail File is 100% accurate and complete; the Offeror is advised to exercise due diligence in utilizing this data and to account for additional factors that may impact capitation rates.

Data Book Files Exclusions and Adjustments

The information contained in the Data Book files only includes information pertaining to Title XIX service for the ALTCS E/PD Program. Non-Title XIX and non-covered services are excluded from the Data Book files contained in this section of the ALTCS E/PD 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 paid amounts reported by the current Contractors 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 included the Contractors' reported fee schedule from each encounter with CN1 code equal to 05, and those reported fee schedule amounts are used as the estimated costs included in the Data Book files.

The Data Book 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 Data Book Service Detail File contains monthly utilization and cost detail information. See table below for the fields included in this file including Service Level Category fields. The Bidders' Library, Data Supplement, Section C contains the Service Categorization for Data Book which provides the criteria used to group the encounters into the Service Level Categories.

Column Name	Description
CTRT-YR	Contract Year
DOS	Begin DOS (YYYYMM)
CTY-CD	County Number
CTY-CD-DESC	County Name
FORM-TYPE	AHCCCS Form Type (A, C, D, I, L, O)
RISK-GRP	Risk Group Breakouts (Duals, Non-Duals)
ELG-TYP	Eligibility Type (Prospective, PPC, Acute Care Only)
SVC-LEVEL1	Service Level 1 Category Number
SVC-LEVEL1-DESC	Service Level 1 Category Description
SVC-LEVEL2	Service Level 2 Category Number
SVC-LEVEL2-DESC	Service Level 2 Category Description
SVC-LEVEL3	Service Level 3 Category Number
SVC-LEVEL3-DESC	Service Level 3 Service Category Description
SUB-CAP-BLOCK-IND	Indicates if the cost is estimated due to a subcap/block purchase arrangement (CN1 Code = 5) or is the actual costs paid reported by the Contractor. If this field is a Y, the purchase arrangement is subcap/block and the cost is estimated based on the Contractor's reported fee schedule; if N, then no subcap/block purchase arrangement.
TOTAL COSTS	Total Costs
TOTAL UNTS	Total Utilization