



Texas Health Care Information Collection - THCIC
Health Facilities Numbered Letter, Volume 25 Number 6
November 18, 2022

Please share with all staff working with the THCIC data collection efforts.

Data Correction Period to Change

THCIC will be discussing changes to the data correction period from the current 45-day period to 30 days.

This change will also affect the Certification schedule.

Please join THCIC at the next **Data Collection Workgroup (DCW)** meeting scheduled for December 8, 2022, at 10:00 a.m. CST.

In This Issue

Correction Period Change
DCW Teams Meeting
IP Tech Specs Changes
FER Comment
Upcoming Due Dates
Videos for Troubleshooting
Did You Know?
THCIC Training
How to Reach Us
Past Newsletters
Links to Forms and Documents

Invitation to the Data Collection Workgroup Meeting

The next Data Collection Workgroup Meeting will be Thursday, December 8, from 10:00 a.m. to 11:00 a.m. Central Standard Time. The Teams video meeting link (recommended) and non-video call-in phone number (if you cannot get Teams to work) are provided below.

The purpose of the Data Collection Workgroup is to discuss THCIC events and projects; hear from stakeholders; and answer stakeholder questions about THCIC data submission, collection, analysis, and reporting.

If you would like to be added to the contact list for future Data Collection Workgroup emails and meetings, please contact Andy Alegria at andy.alegria@dshs.texas.gov.

Inpatient Technical Specifications Change

Please share this article with the vendor or IT staff who maintains the application you use to enter and submit THCIC data. THCIC plans to make the following change to THCIC inpatient claims data with a discharge date on or after January 1, 2023 (example: Statement Period Jan.1-Mar 31, 2023). The change will not affect 4q22 data.

In loop 2300 — CLAIM INFORMATION, reference destination CLM05-1 – Facility Code Value (Health Care Service Location Information), THCIC is removing the "code 85" Specialty Facility – Critical Access Hospital. In other words, Specialty Facility – Critical Access Hospital (code 85) will no longer be a valid bill type - facility type code for inpatient claims. Instead, you should use Facility Code Values 11, 12, or 18.

Questions may be emailed to THCICHelp@dshs.texas.gov

For Comment: Frequency of Error Report (FER) Change

THCIC would like to hear from facilities on a proposed change to the format of the Frequency of Error Report (FER), which facilities can use to determine if there are systemic issues causing errors in facility data sent to THCIC. The FER is emailed to the Primary and Alternate Contacts when a data file is uploaded. Facilities that manually enter data directly into the THCIC System (System13) should manually run the FER from the Reports tab.

Currently, the Errors By Field that starts on page 2 of the FER are sorted by a predetermined field order. Facility participants at a workshop held by THCIC earlier this year recommended sorting the Errors By Field so that the fields with the most Failed/Invalid would be at the top. This should make it faster and easier to determine if there is a data quality issue that needs to be addressed.

The result might look something like this:

Field	Valid	Blank/Zero	Failed/Invalid	Passed
SSN	78	0	78	50.00%
Patient birth date	128	0	8	94.11%
Admission type	136	0	0	100.00%

We would love to hear your opinion of this change to the FER. Please send your feedback to Andy Alegria, THCIC Business Analyst, at andy.alegria@dshs.texas.gov.

Upcoming Due Dates

Activity	Q2 2022	Q3 2022	Q4 2022
Quarterly data submission - no later than	9/1/2022	12/1/2022	3/1/2023
Error corrections completed - no later than (Free)	11/1/2022	2/1/2023	5/1/2023
Facility certification files available by	12/1/2022	3/1/2023	6/1/2023
Certification/comments due - no later than	1/17/2023	4/17/2023	7/17/2023

A schedule of **all** due dates may be found at:

<http://www.dshs.texas.gov/THCIC/datareportingschedule.shtm>

Videos for Troubleshooting

System13 has created several You Tube videos covering several topics on THCIC data reporting and data errors.

[Allowed File Upload formats](#)

[Claim Entry \(Manual Data Entry\)](#) - How to enter claims

[Claim Correction](#) - How to correct errors

[Explaining the THCIC Required Codes List](#)

[Institutional -vs- Professional format](#)

[Social Security Number \(SSN\), Race, And Ethnicity issues](#)

[Troubleshooting 837 Submission Files](#)

[Correcting Physician Errors](#)

[Diagnosis \(manifest\) codes, E-Code, and POA Errors](#)

[Patient Control Number Errors](#)

[How To Certify](#)

Did You Know?

- A new **FER** (Frequency of Error Report) should always be generated after data corrections have been made to ensure no errors were overlooked.
- A **Summary Report** should always be generated and reviewed each time data are submitted, and again after data corrections and before the certification phase begins.
- **Provider Primary Contacts** must always keep their Logins active. Failure to log in at least every 60 days to reset your password may cause a temporary deactivation of your account for security purposes.
- Your quarterly **certification "comments"** are **PUBLICLY** released as written. Use caution. You should **never** provide physician or patient identifying information in a certification comment.
- All Data Manager and Data Certifier login passwords **MUST** be reset every 60 days in our system and must never be shared.
- **Emailing of Personal Identifying Information (PII) or Sensitive Personal Information (SPI)**, even if the email is encrypted, may not be adequately protected by all systems the data may pass through.

Always contact the recipient first to inquire if emailing this type of information is acceptable.

- The **"Accept as is"** function in the data correction functionality **does not** correct an error. It only clears the notification of all the errors in the claim itself. The errors still count against the total accuracy rate in the **FER** unless it is corrected through the Correction Tab, or by submitting a corrected claim batch file through the system.

THCIC Training

THCIC provides free Webinar trainings on the data reporting processes that are required of all Texas hospitals, ASCs, and FEMCs.

Postings for Webinar dates may be viewed at:
<http://www.dshs.texas.gov/thcic/Training.shtm>

Signing up for training is limitless and refresher training is encouraged.

THCIC highly recommends and encourages all facility staff involved with the THCIC state data reporting to sign up for training.

To attend the Webinar training(s), please send inquiries to:
thcichelp@dshs.texas.gov.

For help or general questions on Submission, Correction, and Certification please contact THCIC at: thcichelp@dshs.texas.gov

How to Reach Us

System13, Inc. (in Virginia)

Web site: <https://thcic.system13.com>

System13 Helpdesk

Monday-Friday, 8:00a – 5:00p (Central Time)

Phone: (888) 308-4953 or (434) 977-0000

Email: thcichelp@system13.com

THCIC (in Austin)

Web site: www.dshs.texas.gov/thcic

Email: thcichelp@dshs.texas.gov (Best way to contact THCIC)

Main phone: (512) 776-7261 (must leave a message)

THCIC Staff

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THCIC staff may be contacted by email at thcichelp@dshs.texas.gov

Past Newsletters

<https://dshs.texas.gov/thcic/Texas-Health-Care-Information-Collection-Numbered-Letters/>

Links to Forms and Documents

Patient Notification of Data Collection Form –

<http://www.dshs.texas.gov/thcic/Patient-Notification-of-Data-Collection.pdf>

Provider Contact Update Form -

<https://www.dshs.texas.gov/thcic/hospitals/FacilityInformationRequest.pdf>

No Quarterly Data to Report Form -

<https://dshs.texas.gov/thcic/hospitals/NoDataToReport.pdf>

Current Provider Contact List -

<https://dshs.texas.gov/thcic/hospitals/FacilityList.xls>

Appendices Document -

https://www.dshs.texas.gov/thcic/hospitals/5010_InpatientandOutpatientAppendices.pdf

Contains:

- Country Codes
- Default Values
- Race and Ethnicity documents
- Revenue Code Groupings used for Encounter File and PUDF
- Audit IDs and Audit Messages
- Payer Source Coding Guide
- Key Data Elements for matching INPATIENT claims
- Key Data Elements for matching OUTPATIENT claims

Data Reporting Schedule -

<https://www.dshs.texas.gov/THCIC/datareportingschedule.shtm>

Inpatient Reporting Requirements -

https://www.dshs.texas.gov/thcic/hospitals/TechReqSpec5010_Inpatient_THCIC837.pdf

Outpatient and Emergency Department Reporting Requirements -

https://www.dshs.texas.gov/thcic/OutpatientFacilities/TechReqSpec5010_Outpatient_THCIC837.pdf

HCPCS Codes -

<https://dshs.texas.gov/thcic/OutpatientFacilities/HCPCS-Code-worksheet-for-2021.xls>