
Strenuus Data Submission Requirements – Data Collection Projects

The goal of these requirements is to provide for an efficient and consistent mechanism of supplying data to Strenuus for data collection projects.

File Submission Requirements

We prefer that you submit data to us using FTP as it provides a faster and more secure means of transferring data. However, we can also accept submissions via email or CD/DVD. Data submitted to the FTP site or via email should be compressed (zipped).

1. The data needs to be delivered in a tabular, flat or normalized and non-proprietary data structure.
2. Data must conform to UTF-8 or ISO-8859-1 standard character sets.
3. Each column in the data should be labeled so that it's clear what data is represented. If this is not possible, please provide separate documentation that includes this (i.e. data dictionary).
4. Records for providers and facilities must include at least the minimum required data elements (see below).
5. Common supported file formats are:
 - ◆ Comma separated text files (must contain a text delimiter)
 - ◆ Pipe-delimited text files
 - ◆ Microsoft Access database
 - ◆ Microsoft Excel spreadsheet

Data Elements Needed

Here are the data elements needed for most projects. Please review any project-specific documentation or correspondence to identify project-specific data elements that are not listed below:

- | | |
|-----------------------------------------|----------------------------------------------------|
| ◆ Provider's Health Plan ID* | ◆ Zip* |
| ◆ National Provider Identifier (NPI) | ◆ Phone Number |
| ◆ Facility Name (for facility records)* | ◆ Fax Number |
| ◆ Last Name* | ◆ Office Hours |
| ◆ First Name* | ◆ Accepting New Patient Indicator |
| ◆ Middle Initial* | ◆ Specialty (please include multiple specialties)* |
| ◆ Degree* | ◆ Board certification status for each specialty |
| ◆ Gender | ◆ Network/Product affiliations* |
| ◆ Location/Clinic Name | ◆ Hospital affiliations |
| ◆ Address1* | ◆ Group practice affiliations |
| ◆ Address2/Suite* | ◆ Languages spoken |
| ◆ City* | |
| ◆ State* | |

Note that minimum required data elements are indicated above with an asterisk (*). Data submissions without these key elements cannot be used for most projects. All other data elements, while not required, are still important and may be critical to supporting project functionality. Therefore, if the data is available to be sent to us, please include it in your data file submission. Please review project-specific documentation and correspondence to identify any project-specific data elements not listed above.

Full File Updates

Delta (add/change/delete) processing is not supported. Please provide full provider files for each data update.



Initial Data Submission

The initial data submission should include the following:

1. All provider data files needed for the project in one of the accepted formats.
2. A data dictionary that describes the purpose of each data field in each file in the submission. This documentation will include the field names, field widths (fixed-width files) and a brief description of each field.
3. Data model, if supplying the data in a normalized table structure.
4. Translation tables for any coded values. For example, if your data file contains coded values for a provider's language, the data submission should include a table/crosswalk that can be used to translate these coded values into understandable, English labels.

File Naming Conventions

To provide for more efficient data processing, we ask that you implement a standard file naming convention and maintain it for each update. This will benefit the process of updating your data in two ways by:

1. Facilitating quick identification of data files flagging missing or new data
2. Allow data file uploading to be automated, thus decreasing the time required to get data to clients.

Additionally, because over time, we will accumulate many data files, we ask that you include a date suffix in the filename. The format of the date can conform to whatever standard you choose so long as it is always a suffix attached to a standard filename. For example, for the September 2009 submission of ProviderDemographic.txt, the filename, with date suffix, would look like this: ProviderDemographicFile_20090910.txt

Consistent File Formatting

Data must be supplied in a consistent file format each time it is submitted to insure timely and efficient processing. The data supplied in the initial data submission will be used as the baseline from which the update process will be established. Any future variation in the format will "break" the process and will require code revision to accommodate the change. We understand that format changes are sometimes required for a variety of reasons and we will be flexible when this happens. However, we do ask that you notify us at least 2 weeks before your scheduled submission so that we have time to accommodate the change without disrupting the client's users access to the data.

Sending Data to Strenuus

Work with your Strenuus contact to determine the best method for submitting data. They will provide you with instructions appropriate to the data submission method.

Contact

If you have specific questions and your account manager is unavailable, you can reach us at 866.796.7507, option 2 or support@strenuus.com.



www.strenuus.com

