

ATTACHMENT 29



Sample SEHP and Excelsior Card File Layout –
IFB entitled: “Employee Benefit Card”

1. Record Layout

The text file will be in a .txt format and will be fixed length.

| Field Name | Number of Chart | End Point | Comments |
|-----------------|-----------------|-----------|---|
| record_number | 7 | 7 | |
| card_nbr | 9 | 16 | Alternate ID |
| Filler | 1 | 17 | |
| copay_code_text | 10 | 27 | Copay Code |
| Filler | 1 | 28 | |
| copay_code | 2 | 30 | Send an X (not used for these groups) |
| Filler | 1 | 31 | |
| cardholder_name | 50 | 81 | |
| Filler | 1 | 82 | |
| covrg_cd | 1 | 83 | F or I |
| Filler | 2 | 85 | |
| agency_name | 30 | 115 | |
| Filler | 1 | 116 | |
| agency_address1 | 35 | 151 | |
| agency_address2 | 35 | 186 | |
| agency_address3 | 35 | 221 | |
| agency_city | 30 | 251 | |
| agency_state | 6 | 257 | |
| agency_postal | 10 | 267 | |
| Filler | 10 | 277 | |
| card_type | 3 | 280 | Dup |
| Filler | 1 | 281 | |
| Prod_Indicator | 2 | 283 | begins with 01 for state agencies and 02 for PA |
| agency_num | 8 | 291 | also known as "Agency Code" |

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| Field Name | Number of Chart | End Point | Comments |
|------------------|-----------------|-----------|--|
| Filler | 1 | 292 | |
| cardholder_name2 | 50 | 342 | |
| same_addr_empl | 1 | 343 | blank if card for individual coverage; Y if same address as enrollee; N if dependent has different address |
| cntr_holder_name | 50 | 393 | |
| Filler | 1 | 394 | |
| agency_email | 70 | 580 | |

2. Business Rules for file processing

When the Contractor processes a file, a confirmation notice must be sent to DCS, detailing the file used, records processed, and number of ID cards produced for each product break. The confirmation notice must also indicate if there are any additional reports available for retrieval.

2.1. Error Reports

Records that do not meet the following conditions are considered Errors:

- 1) If these fields are blank:

| | | |
|-----------------|------------------|---------------|
| card_nbr | cntr_holder_name | member_state |
| Prod_Indicator | member_address1 | member_postal |
| cardholder_name | member_city | |

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- 2) If the Prod_Indicator does not start with either 01 or 02

An electronic error report will be generated and posted on the Vendor’s FTP site. The Account Manager will notify Civil Service via email that an error report is available for his/her retrieval. The error report will populate the entire record from the file along with the error code and the reason for the error. Name the file E_[name of file processed].txt

2.2. Return File

Contractor will generate a return file for every member file processed. The return file will be named R_[name of file].txt and contain the data received in the original member file with two appended fields. The two fields will contain the processed date and the estimated mail date. Leave those dates blank if the record errored. Each field will be in the format of mm/dd/yyyy.

2.3. Mailing

- ID cards will be mailed out via:
 - o First Class, no automation

3. Business Rules for ID cards

Contractor will be producing laminated ID cards for DCS. The ID cards will be printed on off-set printed stock with variable data lasered onto them. There will be two offset printed stocks. Files will be transferred to Contractor’s FTP site. The turnaround time will be 3 Business Days.

- There are two product types – SEHP and Excelsior. Look at the Prod_Indicator field to determine which product the record belongs to.
 - o 01 = SEHP
 - o 02 = Excelsior
- Group families by matching the “card_nbr I,” “member_address1 I,” “member_city I,” “member_state I,” “member_postal” fields.
- Address the piece to the “cntr_holder_name” field. If there are different names within a family, the program will randomly pick one to address to.
- The only variables are the name and ID# on the cards. All other text will be static on the front and back of the ID card.
- Same static text will be used for all ID cards within each product.

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3.1. SEHP

- Each member of the family will get their own ID card.
- Laser the order of the family by lowest to highest “record_number” field.
- If there is an odd number of family members, print the word “VOID” on the last ID card.

3.2. Excelsior

- Families will be grouped together by matching the “card_nbr”, “member_address1”, “member_city”, “member_state”, “member_postal” fields. List dependents from lowest to highest “record_number.”
- The second card of the carrier will always duplicate the first card.
If there are more than 5 members in the family, add a second carrier with the lowest “record_number” member repeated first, then continue to the rest of the family.

| Field Name | Number of Chart | End Point | Comments |
|---------------|-----------------|-----------|----------|
| member_state | 6 | 500 | |
| member_postal | 10 | 510 | |
| agency_email | 70 | 580 | |