Appendix 7.5

**Incentive File Review Process and File Details**

**Incentive File review process:**

1. Prior to the Contractor sending the monthly payroll incentive files, Program Integrity in Benefits Administration will validate the files using a control file and a total file.
2. Files to Program Integrity for incentive payment review:
* Control file
* Total file
* Payroll Incentive Files
1. Control file must include information to allow for the following checks:
* Eligibility at the time of activity (Member information must be provided to check against eligibility. Information includes but not limited to Edison ID, Name, SSN, DOB and Gender)
* Amount earned versus amount already received per activity (There must be a cumulative total as well as current payment amount)
* Health Assessment completion (required for incentive payment)
* Individual earning not to exceed $250.00 or amount approved by the Insurance Committee
* Activities completed and date of completion/occurrence
1. Payroll incentive files must reconcile to total and control file
2. If areas of concern are found the Contractor must provide updated files or explanation for area of concern, including:
* Determine impact on file and if payment to individuals in questions will be delayed
* Determine if individuals were left off file that needs to be paid
1. All correction, updates, and new files to validate must be completed so approval can be completed before the 15th when the files will be delivered.
2. Incentive activities from a previous calendar year must be reported on separate control files.
3. Program Integrity will validate the incentive file to the total file.
* Program Integrity to email notification of file approval (including batch total amounts) to be sent. Currently the following are copied on the email: Paige Turner, Christa Martin, Crissa Randolph, Gehan Z Saleh, Jim Hamdorff, Marilyn Tidwell, Kristin Fields, and those the Contractor requests to be included on email
* State Accounting will confirm that incentive files match the batch totals validated by Program Integrity before being paid.

**File formats**

The monthly control file, incentive files, and total files must be provided in a .txt (.csv) format that is encrypted or on a secure sit. The file must be in a format that is usable by Program Integrity.

**File Naming Conventions**

Total File: Totals\_MMDDYYYY.xls

Control File: St\_of\_TN\_Control\_MMDDYYYY\_YYYY.txt

Payroll Incentive Files:

* State\_Payroll\_Incentive\_File\_MMDDYYYY.CSV
* UT\_Payroll\_Incentive\_File\_MMDDYYYY.CSV
* TBR\_Payroll\_Incentive\_File\_MMDDYYYY.CSV
* SCHRA\_Payroll\_Incentive\_File\_MMDDYYYY.CSV
* GNR\_Payroll\_Incentive\_File\_MMDDYYYY.CSV

**Timing of the files**

* Control file, all payroll incentive files and total file to be delivered on the 8th of every month (if the 8th falls on the weekend, then the workday before). Any questions regarding eligibility or coverage effective dates need to be complete before the 8th. Files must be approved by the 15th. First file starts on February 8.
* All Payroll Incentive files will be delivered on the 15th of every month (or the first business day after should the 15th fall on a weekend or holiday) once the file has been approved by Program Integrity. This must be a single file. First file starts on February 15.

**File Delivery**

1. Control File, Total File and all Payroll Incentive files (8th)
	* Program Integrity uses a secure site provided by the Contractor to retrieve the files. Name and email address will be provided during implementation.
2. State payroll Incentive file (15th)
	* State payroll delivered to Edison FTP server without encryption. Contractor will be set up with Edison and connection to the server during implementation.
3. UT, TBR and STOLA payroll incentive files (15th)
	* These agencies will retrieve their files using a secure site provided by the Contractor. State accounting will also be notified to retrieve these files to release the funds to these agencies for their payroll departments to disseminate the funds into the Member’s paycheck. Names and email addresses will be provided during implementation.

**File Layouts**

Control File - layout of the control file will be based off the Contractor’s system, but it must supply all necessary information to validate the checks.

**Control File Sample:**

|  |  |
| --- | --- |
| **Column Name** | **Description / Comments** |
| Client Name | State of TN |
| Supplier ID | Numeric ID of the Supplier (Assigned by Vendor) |
| Supplier Name | Name of the Supplier (Assigned by Vendor) |
| Employee ID | Edison ID |
| SSN |   |
| Date of Birth | mm/dd/yyyy |
| Member Type | E = EmployeeD=Spouse |
| Gender | MaleFemale |
| Last Name |   |
| First Name |   |
| Program Name | Program name and Incentive Year |
| Reward Name | Name of reward name and incentive year |
| Reward Effective Date | Date from when the Reward will be effective(open) |
| Reward End Date | Date when the Reward will end (close) |
| Reward Completion Date | Date when the member completed enough activities to be granted the full value/goal of the reward. In some cases the date the member became eligible to the available Reward, if program is only awarding based on Reward completion. |
| Reward Status Completion Indicator | Y' or 'N' value indicating whether Reward is Completed or Not  |
| Earned Reward Value | Reward Value earned by the member for incentive Year to Date |
| Minimum Reward Value | Minimum Value ($0) |
| Maximum Reward Value | Maximum Value ($250) |
| Reward Type | Dollars |
| Activity Name | Name of the Activity |
| Activity Relation Description | Codes for Activity relationship in a setup in a hierarchy |
| Activity Earned Value | Value earned by member for completing this Activity |
| Activity Start Date | Date after which the Activity has to be completed by member to be eligible for Reward |
| Activity End Date | Date before which the Activity has to be completed by member to be eligible for Reward |
| Activity Occurrence Date | Date when the Activity was performed. |
| Activity Completion Date | Date of completion of full Activity by member |
| Required Activity | This flag will contain a 'Y' or 'N' value indicating whether member is required to complete this activity to be eligible for Reward. Health Assessment only Y |
| Current Amount | Amount to be Paid in the current month. |

**Total File sample**



**Incentive File Layouts**

**State Incentive File (must be delivered in this exact format)** 

**UT/TBR/STOLA Incentive File:**

Note: For TBR Agency Name must be grouped together on the file. TBR will distribute the files to each university



During implementation Benefits Administration will provide the budget codes to crosswalk to each agency.