



EDI Methods and Sources Job Aid

This job aid will address the direct impact of changing Retiree Electronic Data Interchange (EDI) Methods or Sources on Applications with Qualifying Covered Retirees (QCRs). For information about EDI Methods and Sources, view the Additional Resources section located at the end of this job aid.

Retiree Electronic Data Interchange (EDI) Change Summary

CMS' RDS Center has made several changes to the setup process for Retiree Electronic Data Interchange (EDI). Previously, the Retiree List Submission Method was defined at the Application level. The Retiree List Submission Method, as well as the source of the retiree files, will now be defined at the Benefit Option level. An Application's EDI Method consists of the Retiree List Submission Method and source, the Retiree List Response Method, the Weekly Notification File Method, and the retiree file source (also known as submitter of the retiree files) for the Application.

When the Plan Sponsor or Plan Sponsor Partner submits retiree files through a Mainframe connection, they now have the option to receive a copy of the Retiree Response Files on the RDS Secure Website.

Weekly Notification Files can be sent to the retiree file source or to the RDS Secure Website, or both. For example, if a Plan Sponsor Partner submits retiree files for a Plan Sponsor but does not handle notifications, the notifications can be sent to the Plan Sponsor only—and not the Plan Sponsor Partner—through the RDS Secure Website.

Plan Sponsors that have submitted RDS Program Applications at the time of the update, but have not yet completed Step 4 of Reconciliation or the Reconciliation Deadline has not yet passed, may continue to use the existing Retiree List Submission Method for these Applications or update these Applications to use the new Retiree EDI Methods and Sources. This job aid will address the direct impact of changing EDI Methods and Sources on Applications with Qualifying Covered Retirees (QCRs).

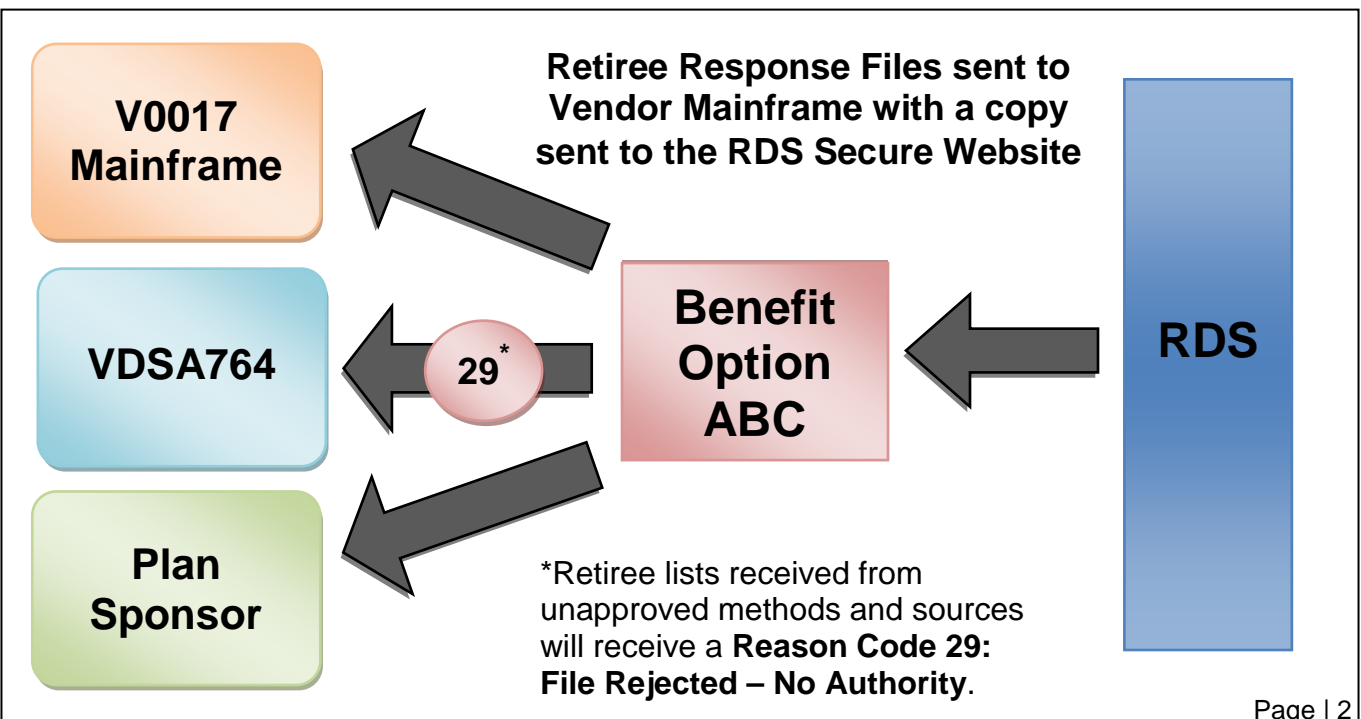
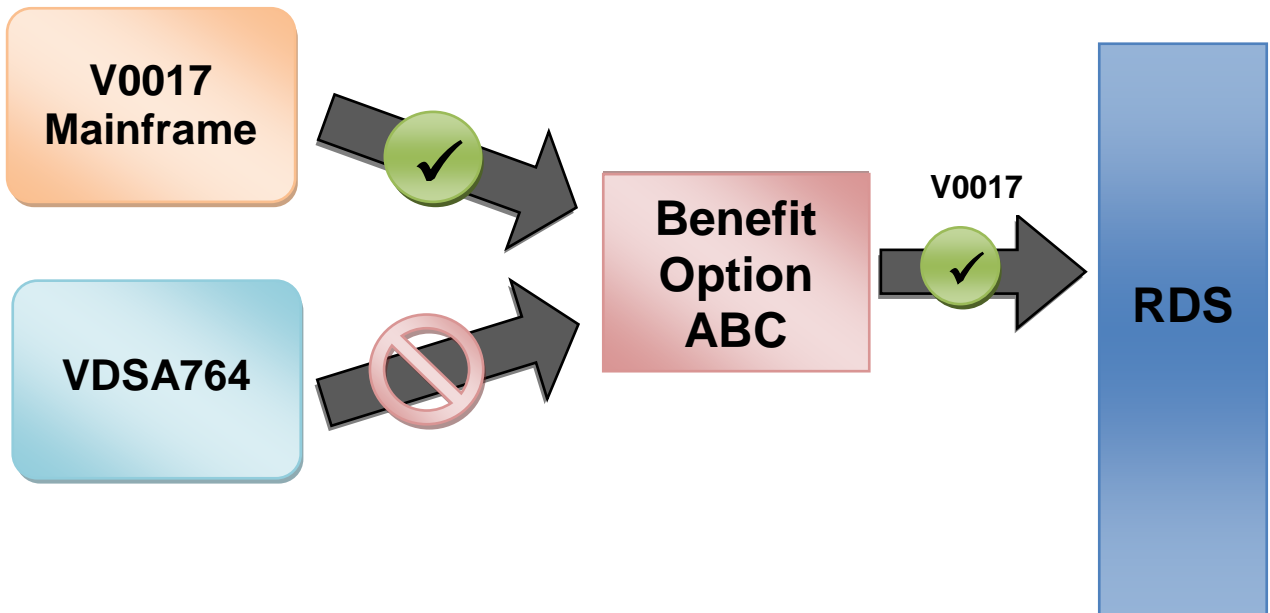
Plan Sponsors that have RDS Applications with Qualifying Covered Retirees (QCRs) are allowed, but not required, to update to the new Retiree EDI Methods and Sources. Changing the Retiree List Submission Method or source after QCRs have been approved for subsidy by CMS' RDS Center has a direct impact on the delivery of Weekly Notification Files.

Retiree List Submission Method And Retiree List Response Method Example

In the following example, the Plan Sponsor selected Vendor Mainframe to RDS Center Mainframe with a copy of all Retiree Response Files sent to the RDS Secure Website as its Retiree List Submission Method and Vendor #0017 as its source. When VDSA Partner #764 attempts to submit a retiree list for Benefit Option ABC, all records in the file will be rejected and receive a Reason Code 29.

Retiree List Submission Method and Retiree List Response Method: Vendor Mainframe to RDS Center Mainframe with a copy sent to the RDS Secure Website

Source: Vendor #V0017 for Benefit Option ABC on Application 12345

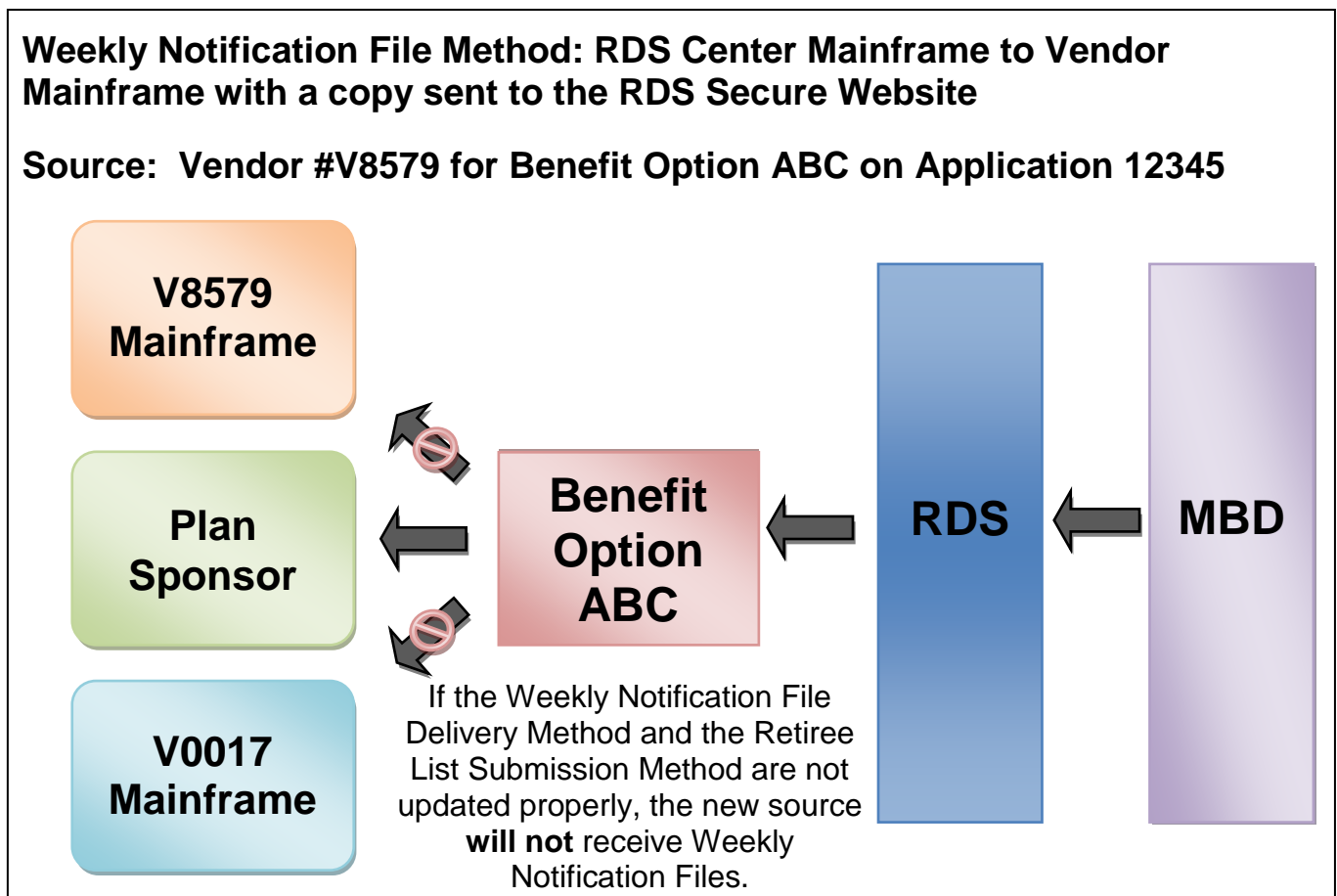


Changing Plan Sponsor Partners On An Application With Qualifying Covered Retirees (QCRs)

To correctly update EDI Methods and Sources on an Application with Qualifying Covered Retirees (QCRs), the Plan Sponsor must make changes to the Retiree List Submission Method, Weekly Notification File Method, and the source of all QCRs. When a Plan Sponsor changes the Retiree List Submission Method and source on an Application, only retiree lists from the method and source selected by the Plan Sponsor will be accepted. Changing EDI Methods or Sources on an Application with QCRs will have a direct impact on Weekly Notification File processing.

If the source information for the QCRs does not match the current Plan Sponsor Partner, Weekly Notification Files cannot be delivered. CMS' RDS Center will not send retiree data in a Weekly Notification File to a Mainframe, Voluntary Data Sharing Agreement (VDSA), or Mandatory Insurer Reporting (MIR) recipient that was not the last submitter/source of the QCR's data.

If the Plan Sponsor does not follow the steps outlined in this job aid to change Plan Sponsor Partners on an Application with QCRs, neither the original Plan Sponsor Partner nor the new Plan Sponsor Partner will receive Weekly Notification Files as illustrated below. The original Plan Sponsor Partner will not receive them because they are no longer listed on the RDS Secure Website as the designated recipient of Weekly Notification Files. The new Plan Sponsor Partner will not receive Weekly Notification Files because they were not the last submitter/source of the QCR's data.



In the following example, the Plan Sponsor decided to change Plan Sponsor Partners mid-year. The Plan Sponsor was previously using Vendor #V0017 and is now using Vendor #V8579. To ensure that Vendor #V8579 will receive Weekly Notification Files, the Plan Sponsor must take the steps listed in this job aid.

First, the Plan Sponsor must request and download a Covered Retiree List (CRL).

As illustrated in the following CRL, the original submitter/source of the retiree file would be the recipient of the Weekly Notification File. Since that source does not match new Plan Sponsor Partner (#V8579) the notifications would not be sent.

Original CRL with V0017 as the source of the retiree list

													Submitter/Source			
12345	426230001	PAT	DOE-426230001	19411028	0	20100101	20101231	ABC	3	ADD	Y	0	20100101	20101231	V	V0017
12345	426230002	JOHN	DOE-426230002	19421129	1	20100101	20101231	ABC	1	ADD	Y	0	20100101	20101231	V	V0017
12345	426230003	JANE	DOE-426230003	19431230	2	20100101	20101231	ABC	2	ADD	Y	0	20100101	20101231	V	V0017
12345	426230004	PAT	DOE-426230004	19440131	0	20100101	20101231	ABC	3	ADD	Y	0	20100101	20101231	V	V0017
12345	426230005	JOHN	DOE-426230005	19450201	1	20100101	20101231	ABC	2	ADD	Y	12	20100101	20101231	V	V0017
12345	426230006	JANE	DOE-426230006	19460302	2	20100101	20101231	ABC	3	ADD	Y	0	20100101	20101231	V	V0017

To change the source of the QCR's data the Plan Sponsor should collaborate with the new Partner using the following steps. The Plan Sponsor should choose RDS Secure Website to RDS Center as the Retiree List Submission Method and Retiree Response File Method. Next, the Plan Sponsor must submit DEL records in a Retiree List uploaded on the RDS Secure Website. This action will remove the association of the previous source from the Covered Retiree List. The Plan Sponsor should review the Retiree Response file to confirm the deletion of those retirees.

Now, the Plan Sponsor must select the Vendor Mainframe to RDS Center Mainframe as the Retiree List Submission Method and Retiree Response File Method and set the new Plan Sponsor Partner #V8579 as the Source. The Plan Sponsor will also update Weekly Notification File Method to RDS Center Mainframe to Vendor Mainframe.

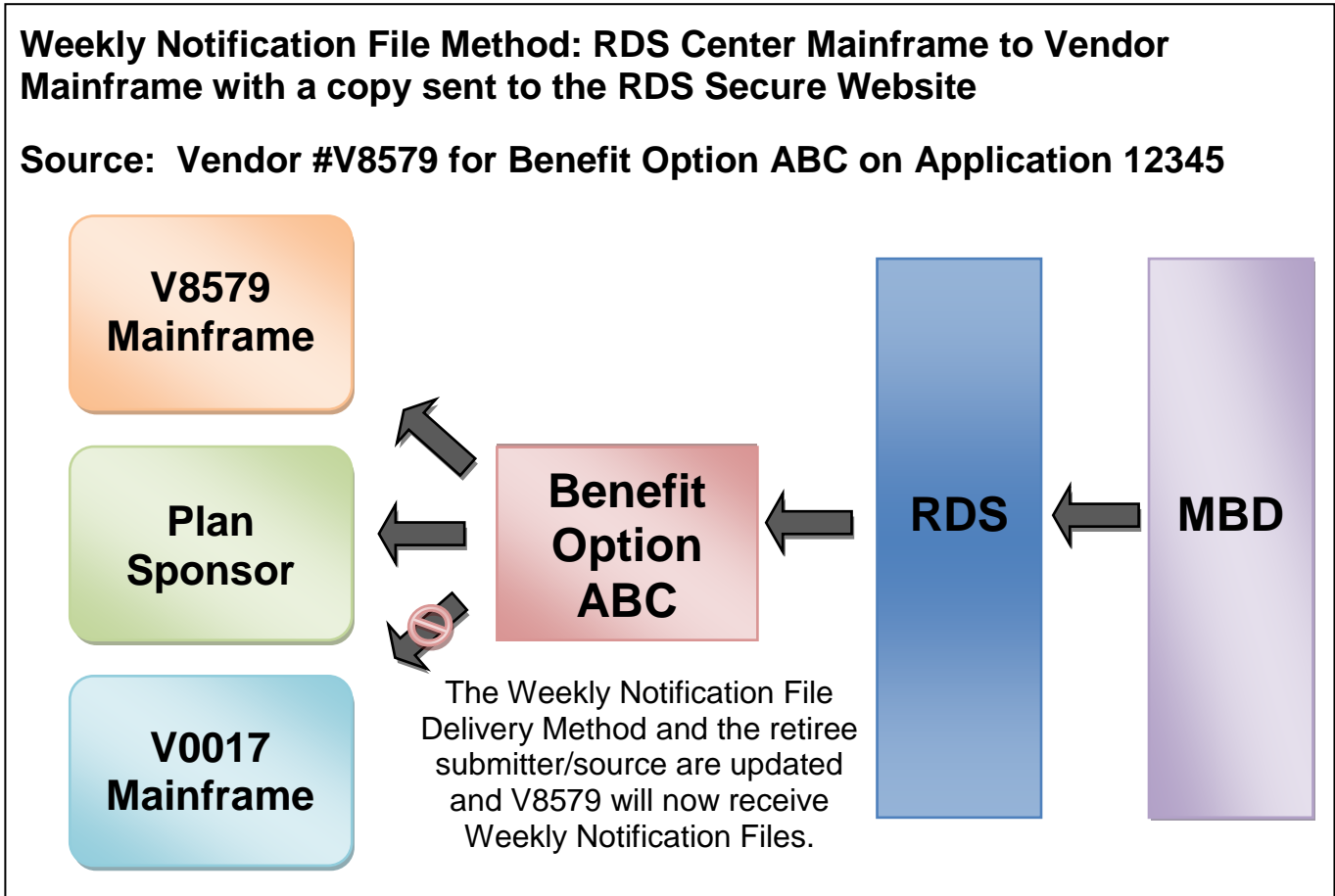
Next the new source that will receive the Weekly Notification Files, Vendor #V8579, must submit a retiree file containing ADD records to establish coverage.

After ADD records are submitted by the new Plan Sponsor Partner and processed by CMS' RDS Center, the new source will be set to receive the Weekly Notification Files. The Plan Sponsor should review the Retiree Response File to confirm the addition of the retirees or request an additional CRL

Updated CRL after DEL and ADD records are submitted with V8579 as the source of the retiree list

													Submitter/Source			
12345	426230001	PAT	DOE-426230001	19411028	0	20100101	20101231	ABC	3	ADD	Y	0	20100101	20101231	V	V8579
12345	426230002	JOHN	DOE-426230002	19421129	1	20100101	20101231	ABC	1	ADD	Y	0	20100101	20101231	V	V8579
12345	426230003	JANE	DOE-426230003	19431230	2	20100101	20101231	ABC	2	ADD	Y	0	20100101	20101231	V	V8579
12345	426230004	PAT	DOE-426230004	19440131	0	20100101	20101231	ABC	3	ADD	Y	0	20100101	20101231	V	V8579
12345	426230005	JOHN	DOE-426230005	19450201	1	20100101	20101231	ABC	2	ADD	Y	12	20100101	20101231	V	V8579
12345	426230006	JANE	DOE-426230006	19460302	2	20100101	20101231	ABC	3	ADD	Y	0	20100101	20101231	V	V8579

By taking the necessary steps outlined in this job aid to update the EDI Methods and Sources on the Application as well as the submitter/source of the QCR's data on the CRL, the Plan Sponsor can ensure that notifications will be sent to the correct recipient.



Retiree Electronic Data Interchange Methods And Sources Change Email

When a change is made to the Plan Sponsor's EDI Methods and Sources on an Application with Qualifying Covered Retirees (QCRs), the Plan Sponsor will receive an email stating that the Retiree Electronic Data Interchange (EDI) Methods and Sources assigned to the Benefit Options for a specific Application have changed and that changes to the Retiree EDI Methods and Sources have a direct impact on receipt of the Weekly Notification Files.

Additional Resources

For information on completing Step 7: Retiree Electronic Data Interchange (EDI) Methods and Sources, reference the **RDS User Guide Chapter 6: Completing Step 7: Retiree Electronic Data Interchange (EDI) Methods and Sources**.

For information on how to select EDI Methods and Sources, reference the **RDS User Guide Chapter 6: Applying For The RDS Program**.

For information about downloading the CRL, reference the **RDS User Guide Chapter 7: Electronic Data Interchange (EDI) and Exchanging Beneficiary Information**.

For information on updating Retiree List Submission Method For Past Applications That Have Not Yet Completed Reconciliation, reference the **RDS User Guide Appendix O: Viewing Or Updating The Retiree List Submission Method For Past Applications That Have Not Yet Completed Reconciliation.**

For information about viewing the existing Retiree List Submission Method for these Applications, reference the **RDS User Guide Appendix O: Viewing The Retiree List Submission Method For Past Applications That Have Completed Reconciliation.**