# FCM Activity File Specs

# Overview:

The FCM Activity File will allow you to create a member record along with a segment for that member.

# Sample File:

**Creating a member and segment:**
https://drive.google.com/file/d/1jAJZjxW3-o7cZMIj0nYspS6Eg7Rwd8B4/view?usp=sharing

**Ending an Outreach Segment:**

https://drive.google.com/file/d/1OOeDGRPiIDzEl5G8w5RFxv_pU9vNa6M_/view?usp=sharing

| | | | | |
|---|---|---|---|---|
| Column A | ID | FCM ID | | Not Required |
| Column B | CIN | Medicaid ID | AB12345C | Required |
| Column C | Date of Birth | Member's DOB | ddmmyyyy | Not Required |
| Column D | Gender | Medicaid Gender | M/F | Not Required |
| Column E | First Name | Member First Name | Alpha | Not Required |
| Column F | Last Name | Member Last Name | Alpha | Not Required |
| Column G | Address 1 | Member Address | Alpha/Numeric | Not Required |
| Column H | Address 2 | Member Address | Alpha/Numeric | Not Required |
| Column I | City | City | Alpha | Not Required |
| Column J | State | State, NY | Alpha | Not Required |
| Column K | Zip | Zip Code | Numeric | Not Required |
| Column L | Phone | Member Phone | Numeric | Not Required |

| Column M | Managed Care Provider ID | Leave Blank | Numeric | Not Required |
|---|---|---|---|---|
| Column N | Provider ID | CMA MMIS ID | Numeric | Required |

| Column O | Delete Activity | Leave Blank | Numeric | Not Required |
|---|---|---|---|---|
| Column P | Activity Type | See Below | 2,3,5,6 | Required |
| Column Q | Activity Date | Activity Date | ddmmyyyy | Required |
| Column R | Outreach Method | See Below | 1,2,3,100 | Not Required |
| Column S | Enrolled Service Method | See Below | 1, 2, 3, 4, 5 | Not Required |
| Column T | Enrolled Service Delivery | See Below | 1, 2, 3, 101 | Not Required |
| Column U | Discontinue Reason Code | Date | ddmmyyyy | Required for Activity Type 3,6 |

## Activity Type:

Activity Type 2: Outreach Activity
Activity Type 3: Discontinue Outreach
Activity Type 5: Enrolled Service
Activity Type 6: Discontinue Enrolled Service

**Activity Type 2 (Outreach Activity):**

- Creates the patient if the patient does not already exist in FCM
- Creates a new outreach segment starting at the beginning of the month of the activity date if a segment covering the activity date does not already exist in FCM
- Creates an encounter on the specified activity date, assigning encounter types and core services using the "Outreach Methods" column and the following rules:

**Outreach Methods**

| ID | Description | Encounter Type Created | Successful contact assumed | Core service assigned? |
|----|-------------|------------------------|----------------------------|------------------------|
| 1 | Mail | Mail/Email Outreach | No | No |
| 2 | Phone/Text | Phone/Text Outreach | No | Yes: Comprehensive Care Management |
| 3 | In Person | In-Person Outreach | No | Yes: Comprehensive Care Management |
| 100 | Successful Face to Face | Successful Face To Face Outreach | Yes | Yes: Comprehensive Care Management |

### Activity Type 3 (Discontinue Outreach)

- Adds an end date to an outreach segment that is active as of the activity date
- Adds the end date reason code specified in the activity file

### Activity Type 5 (Enrolled Service)

- Creates the patient if the patient does not already exist in FCM
- Creates a new enrolled segment starting at the beginning of the month of the activity date if an enrolled segment covering the activity date does not already exist in FCM
- If an outreach segment is open as of the activity date, the outreach segment is ended
- Creates an encounter on the specified activity date, assigning encounter types and core services using the "Enrolled Service Delivery" and "Enrolled Service Method" columns along with the following rules:

#### Enrolled Service Method

| ID | Description |
|----|-------------|

| 1 | Comprehensive Care Management |
|---|---|
| 2 | Care Coordination and Health Promotion |
| 3 | Comprehensive Transitional Care |
| 4 | Patient and Family Support |
| 5 | Referral to Community and Social Support Services |

## Enrolled Service Delivery

| ID | Description | Encounter Type Created | Successful Contact? | Core Service Assigned? |
|---|---|---|---|---|
| 1 | Mail | Mail | No | No |
| 2 | Phone/Text | Telephone Contacted | Yes | Yes, if an Enrolled Service Method is specified |
| 3 | In Person | In person enrolled activity | Yes | Yes, if an Enrolled Service Method is specified |
| 101 | Unsuccessful | Unsuccessful enrolled activity | No | No |

## Activity Type 6 (Discontinue Enrolled Service)

- Adds an end date to an enrolled segment that is active as of the activity date

- Adds the end date reason code specified in the activity file

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## TECHNOLOGY

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