

## 669 – Health Policy Commission File Plan

This file plan was developed to be a guide for Health Policy Commission employees. This guidance document was created to ensure consistent records classification and to provide agencies with other relevant record information. The final disposition authority resides in the Functional Records Retention and Disposition Schedule (FRRDS), 1.21.2 NMAC.

This file plan only list records series of program's specific to the Health Policy Commission. For records series of a general administrative nature, refer to the General Administrative Records File Plan. For records of a financial nature, refer to the General Financial Records File Plan. For records of a personnel or medical nature, refer to the General Personnel/Medical Records File Plan.

### **669-001 HEALTH POLICY COMMISSION TASK FORCE FILES:**

**Division/unit:** Health policy commission

**Maintenance system:** Chronological by date of meeting

**Record series content:** Records concerning specific task forces and their recommendations to the commission on various health care issues affecting New Mexico residents. Files may contain health care issue background information, recommendations, reports, agendas, meeting minutes and notes, surveys, copies of environmental scans, etc.

**Classification:** 1.21.2.111 NMAC, Planning and Development

**File closure:** Date specific task force dissolved.

[New - 03/31/2021]

### **669-002 STATE HEALTH EXPENDITURE (SHE) ACCOUNT REPORT, ANNUAL:**

**Division/unit:** Health policy commission

**Maintenance system:** Chronological by year

**Record series content:** Report of private and public health care expenditure estimates in New Mexico. Report may contain narrative, tables, expenditures, types of services provided, source of funds, etc.

**Classification:** 1.21.2.117 NMAC, Reports - Historical

**File closure:** Close of state fiscal year in which created

[New - 03/31/2021]

### **669-003 TRACKING LOGS:**

**Division/unit:** Health policy commission

**Maintenance system:** Chronological by date received

**Record series content:** Electronic and hardcopy output documents that record office or agency activities such as: the reporting status of required input from submitting entities, requests for information, status and integrity of electronic systems, status and integrity of media and software received, virus-infected software received, etc. Logs may contain, log name, log code, date received, name of person received by, reporting period, agency license number and type, hospital name and location, raw data medium, label number, agency receiving data, send date, virus name, aliases, length of virus, characteristics, memory resident, size, stealth, comments, creation date, date action take, etc.

**Classification:** 1.21.2.110 NMAC, Logs

**File closure:** Close of state fiscal year in which created

[New - 03/31/2021]

### **669-004 to 669-010**

### **669-011 HOSPITAL INPATIENT DISCHARGE DATA (HIDD) SYSTEM:**

**Division/unit:** Health information systems

**Maintenance system:** Chronological by year

**Record series content:** System captures, tracks and processes hospital inpatient discharge data at patient level from non-federal and licensed hospitals for the purpose of assisting the commission and law makers in state wide health planning and policy making. System contains the following databases: temporary file database, permanent aggregate database, quarterly medicaid paid claims database, and quarterly medicare paid claims database.

(A) **Temporary file database:** Raw data received as follows: patient name, patient date of birth, patient age, city code, patient county, principal diagnosis, hospital type, length of stay, major diagnostic category, patient gender, patient status, etc.

(B) **Permanent aggregate database:** Processed data as follows: patient age, date of birth, city code, patient county, principal diagnosis, hospital type, length of stay, major diagnostic category, patient gender, patient status, etc.

(C) **Quarterly medicaid paid claims database:** Captures and tracks medicaid claims paid for New Mexico residents. Database may contain provider name, provider number, facility type, city and county of provider, medicaid provider number, patient date of birth, age and age group, gender, patient zip code, first admit date, number of transfers, E code, number of physicians, physician name, etc. *Database is used for reference purposes; no further data will be entered or collected for this database.*

(D) **quarterly medicare paid claims database:** Captures and tracks medicare paid claims for New Mexico residents. Database may show provider name, provider number, facility type, city and county of provider, medicare provider number, patient date of birth, age and age group, gender, patient zip code, first admit date, number of transfers, number of physicians, physician name, etc. *Database is used for reference purposes; no further data will be entered or collected for this database.*

**Classification:** 1.21.2.121 NMAC, Tracking

**File closure:** Close of calendar in which created

**Confidentiality:** Data is confidential per section 24-14A-8 NMSA 1978.

[New - 03/31/2021]

## **669-012 GEOGRAPHIC ACCESS DATABASE SYSTEM (GADS):**

**Division/unit:** Health information systems

**Maintenance system:** Chrono-alphabetical by preceding year and provider name

**Record series content:** system contains and tracks quarterly and annual submissions by state required health professional and facility licensing authorities, non-federal licensed health care facilities, and state entities administering publicly funded programs. Input into this system is primarily electronic from submitting entities. Data is used to assist the commission, the legislature and other agencies and organizations in planning, formulating policy, administering programs and allocating resources to improve geographic access to health services. System contains the following databases:

(A) **health policy commission (HPC) database:** yearly-created database that contains the processed data submitted by required sources. Database may contain names of facilities, facilities ID, medicare provider certification number, medicaid title 19 number, name of administrator or owner, health care professionals, license numbers, dates of birth, gender, professional educational institution, professional degree, specialties, date first licensed in New Mexico, license status, telephone numbers, mailing address, physical address, types of services available, hours of operation, number of physicians, dentists, physicians' assistants, nurse practitioners, advanced practice nurses, registered nurses and professional health personnel, administering entity, program name, program funding, recipient name, amount of payment award, use of payment, total number of eligible health professionals, total expenditure by health professional discipline, etc.

(B) **map files database:** system contains HPC database files that have been geographically coded for mapping purposes.

**Classification:** 1.21.2.111 NMAC, Planning and Development

**File closure:** Close of calendar year in which created

**Confidentiality:** Data is confidential per Section 24-14A-8 NMSA 1978.

[New - 03/31/2021]

**669-013 CHARITY CARE AND CAPITAL ASSETS (CC-CA) REPORTING SYSTEM:**

**Division/unit:** Health information systems

**Maintenance system:** Chrono-alphabetical by fiscal year and provider name

**Record series content:** System consists of databases that contain and track charity care cost shifting, health facility capacity and equipment expansion or reduction by all non-federal health care facilities, licensed non-federal general and specialty inpatient healthcare facilities, licensed diagnostic and treatment centers, limited diagnostic and treatment centers and rural health clinics that is used to assist the commission, the legislature and other agencies and organizations in planning, formulating policy, administering programs and allocating resources. Input into this system is primarily electronic from submitting entities' and HCFA medicare cost report. System contains the following databases:

(A) charity care database: contains bad debts, charity care charges, cost to charge ratios, county indigent revenues, emergency room charity care inpatient revenues, emergency room charity care outpatient revenues, facility controls, facility IDs, facility license numbers, fund balances or equities, governmental appropriations, medicaid charges, medicaid discharges, net medicaid revenues, net medicare revenues, total discharges, audited FQHC rate(s), charity care encounters, county indigent fund revenues, federal funds, medicaid and medicare encounters, net patient revenues, rural primary health care funds, supplemental medicaid revenues, total expenses, total patient costs, etc.

(B) capital asset disposal and retirements database: contains facility license number, facility name, fiscal year ending, net income (loss), owner(s) of facility, total capital asset ending balance, total new capital asset purchases, etc.

**Classification:**

(A) **Charity care database data:** 1.21.2.121 NMAC, Tracking

(B) **Capital asset disposal and retirements database data:** 1.21.2.318 NMAC, Surplus and Disposal

**File closure:**

(A) **Charity care database data:** Close of fiscal year in which created

(B) **Capital asset disposal and retirements database data:** Close of fiscal year in which created

**Confidentiality:** Data is confidential per Section 24-14A-8 NMSA 1978.

[New - 03/31/2021]

**669-014 HEALTH PLAN EMPLOYER DATA AND INFORMATION SET (HEDIS) DATABASE:**

**Division/unit:** Health information systems

**Maintenance system:** Chrono-alphabetical by year and employer name

**Record series content:** Database tracks and maintains information on health care plans submitted by licensed health care organizations in New Mexico and is used in the publication of consumer guides to managed care, additional brochures as prescribed by the editorial board and electronic web guides.

**Classification:** 1.21.2.121 NMAC, Tracking

**File closure:** Close of calendar year in which created

**Confidentiality:** Data is confidential per Section 24-14A-8 NMSA 1978.

[New - 03/31/2021]

**669-015 DATA SETS:**

**Division/unit:** Health information systems

**Maintenance system:** Chrono-alphabetical by fiscal year and organization name

**Record series content:** Electronic input to the HEDIS system of the required data by licensed health care organizations in New Mexico. Sets may contain information on child and adolescent immunization status, breast cancer screening, chlamydia screening in women, controlling high blood pressure, beta

blocker treatment after a heart attack, cholesterol management, comprehensive diabetes, medication management and follow-up, smoking, access and availability of care, health plan stability, well child and adolescent visits, ambulatory care, discharges and average length of stay, maternity care, mental health utilization, chemical dependency utilization, cost of care, informed health care choices, health plan descriptions, etc.

**Classification:** 1.21.2.121 NMAC, Tracking

**File closure:** Close of state fiscal year in which received

**Confidentiality:** Record is confidential per Section 24-14A-8 NMSA 1978.

[New - 03/31/2021]

**669-016 NATIONAL CONSUMER ASSESSMENT OF HEALTH PLANS  
BENCHMARKING DATABASE (NCBD):**

**Division/unit:** Health information systems

**Maintenance system:** Chronological by year published

**Record series content:** Hardcopy technical publication input document to the HEDIS system used for bench marking and research related to consumer assessments of health care.

**Classification:** 1.21.2.834 NMAC, Programs - Hospital and Medical

**File closure:** Close of calendar year in which published

**Confidentiality:** Record is confidential per Section 24-14A-8 NMSA 1978.

[New - 03/31/2021]

**669-017 to 669-020**

**669-021 COUNTY INDIGENT FUND DATABASE:**

**Division/unit:** Policy and planning

**Maintenance system:** Chronological by fiscal year

**Record series content:** Electronic system used to collect, track, compile and analyze the information needed for the indigent health care report as provided through the Indigent Hospital and County Health Care Act 27-5-1 to 27-5-18 NMSA 1978. Database contains information extracted from health care surveys.

**Classification:** 1.21.2.121 NMAC, Tracking

**File closure:** Close of fiscal year in which created

**Confidentiality:** Data is confidential per Section 24-14A-8 NMSA 1978.

[New - 03/31/2021]

**669-022 HEALTH CARE SURVEYS:**

**Division/unit:** Policy and planning

**Maintenance system:** Chrono-alphabetical by fiscal year and county name

**Record series content:** Hardcopy input records to the county indigent fund database used to collect statistical information from the local government division of the department of finance and administration on indigent health care provided through the Indigent Hospital and County Health Care Act 27-5-1 to 27-5-18 NMSA 1978. Surveys may contain county's eligibility criteria, services provided, restriction on services, conditions for reimbursement to providers, revenue sources used to pay, etc.

**Classification:** 1.21.2.120 NMAC, Surveys

**File closure:** Close of state fiscal year in which survey administered

**Confidentiality:** Record is confidential per Section 24-14A-8 NMSA 1978.

[New - 03/31/2021]

**669-023 to 669-030**

**669-031 HOUSEHOLD SURVEY DATABASE:**

**Division/unit:** Policy and research

**Maintenance system:** Chronological by fiscal year

**Record series content:** Electronic system used to collect, track, compile, and analyze information specific to access of health insurance in New Mexico. Database contains data extracted from household surveys.

**Classification:** 1.21.2.120 NMAC, Surveys

**File closure:** Close of fiscal year in which data entered

**Confidentiality:** Data is confidential per section 24-14A-8 NMSA 1978.

[New - 03/31/2021]

**669-032 HOUSEHOLD SURVEY QUESTIONNAIRE:**

**Division/unit:** Policy and research

**Maintenance system:** Chronological by fiscal year

**Record series content:** Electronic input records to the household survey database used to collect information from randomly selected households on access of health insurance in New Mexico.

Questionnaire may contain educational level, age, county, ethnic group, number and ages of adult and child household members, overall health status, number of days unable to work, marital status, employment, months employed previous year, type of insurance, additional insurance if any, monthly insurance premium, medicaid or medicare coverage (if applicable), out of pocket health care expenses, types of services and treatment received, services attained where, how were services paid for, etc.

**Classification:** 1.21.2.120 NMAC, Surveys

**File closure:** Close of state fiscal year in which survey administered

**Confidentiality:** Record is confidential per Section 24-14A-8 NMSA 1978.

[New - 03/31/2021]

**669-033 EMPLOYER DATABASE:**

**Division/unit:** Policy and research

**Maintenance system:** Chronological by fiscal year

**Record series content:** System used to collect, track, compile and analyze information on employers in New Mexico and the types of health insurance provided. Database may contain company or employer name, number of locations, number of full-time and part-time employees, type of business, health insurance plan provided, care provided under plan, employer and employee contributions, etc.

**Classification:** 1.21.2.121 NMAC, Tracking

**File closure:** Close of fiscal year in which survey administered

**Confidentiality:** Data is confidential per section 24-14A-8 NMSA 1978.

[New - 03/31/2021]

**669-034 GENERIC SHORT TERM PROJECT SPECIFIC DATABASES:**

**Division/unit:** Policy and research

**Maintenance system:** Alphabetical by project name

**Record series content:** System used to collect, track, compile and analyze information on short-term projects assigned by the health policy commission task force or the legislature relating to health care issues in New Mexico. Databases may contain primary and secondary data from databases within the health policy commission, mailing lists, healthcare surveys, HCFA databases, miscellaneous federal databases, etc.

**Classification:** 1.21.2.112 NMAC, Program and Project Files

**File closure:** Close of fiscal year in which project completed

**Confidentiality:** Data is confidential per Section 24-14A-8 NMSA 1978.

[New - 03/31/2021]