

Payment Arrangement File Work Group - Preliminary Product and Task Timeline

Table 1: Preliminary Timeline for OHA Identified Work Group Products

OHA Identified Work Group Products	July	Aug	Sept	Oct	Nov
Provide confirmation that OHA’s identified use cases will be satisfied by file submissions	X	X	X	X	X
Provide recommendations on the technical “build” and organization of Appendices 1-2; suggest data elements that might meet data needs at lower effort by submitters		X	X	X	X
Identify other technical file specifications that might help data submitters comply with layout expectations			X	X	X

Table 2: Preliminary Work Group Task Timeline

Month	Proposed Meeting Tasks	Tasks to be Completed Prior to Next Meeting
July	<ul style="list-style-type: none"> <li>Introduce work group charter</li> <li>Review intended work group products and deliverables</li> <li>Review OHA data use cases</li> <li>Introduce matrix against which themes/options will be evaluated</li> <li>Establish work group meeting schedule and timeline</li> </ul>	Work group members think about gaps between OHA’s data needs and the data being requested
August (1 <sup>st</sup> Meeting)	<ul style="list-style-type: none"> <li>Discuss questions from previous meeting</li> <li>Review current Payment Arrangement File layout</li> <li>Review Massachusetts file structure <i>as an example</i></li> <li>Start brainstorming about possible recommendations for Appendices 1-2</li> </ul>	OHA to synthesize work group recommendations into themes
August (2 <sup>nd</sup> Meeting)	<ul style="list-style-type: none"> <li>Discuss questions from previous meeting</li> <li>Continue brainstorming possible recommendations for Appendices 1-2</li> <li>Review identified themes and build upon existing ideas</li> </ul>	OHA to refine identified themes
September	<ul style="list-style-type: none"> <li>Discuss questions from previous meeting</li> <li>Review OHA refined themes</li> <li>Discuss the implications of each theme considering OHA data needs and submitter effort</li> <li>Work group votes on which themes to explore more fully as potential file layouts</li> <li>Begin the evaluation of each selected theme</li> </ul>	OHA to draft <i>theme matrix</i> and share with participants as notes
October	<ul style="list-style-type: none"> <li>Discuss questions from previous meeting</li> <li>Continue evaluation of each theme using matrix format</li> </ul>	OHA to refine <i>theme matrix</i> and share with participants as notes
November	<ul style="list-style-type: none"> <li>Finalize work group recommendation to TAG on Payment Arrangement File layout changes (if any)</li> <li>Discuss recommended timeline for implementation</li> <li>Discuss recommendations for <i>tabled</i> discussion points</li> </ul>	OHA to finalize products; send to participants for <i>accuracy</i> review
December	<ul style="list-style-type: none"> <li>OHA finalizes work group products and sends to TAG for review</li> </ul>	Not Applicable