

**STATE OF FLORIDA  
AGENCY FOR HEALTH CARE ADMINISTRATION  
REQUEST FOR INFORMATION**

**DISCHARGE DATA AUDITOR**

***TABLE OF CONTENTS***

<b>I.</b>	<b>GENERAL INFORMATION.....</b>	<b>2</b>
	A. Purpose .....	2
	B. Background .....	2
	C. Description of Services .....	2
<b>II.</b>	<b>INFORMATION REQUESTED .....</b>	<b>5</b>
	A. Discharge Data Auditor Specifications/Requirements .....	5
	B. Requested Information.....	6
<b>III.</b>	<b>RFI RESPONSE INSTRUCTIONS .....</b>	<b>7</b>
<b>IV.</b>	<b>TRADE SECRET OR PROPRIETARY INFORMATION.....</b>	<b>8</b>
<b>V.</b>	<b>RESPONSE SUBMISSION .....</b>	<b>8</b>
<b>VI.</b>	<b>COSTS.....</b>	<b>9</b>
<b>VII.</b>	<b>QUESTIONS .....</b>	<b>9</b>
<b>VIII.</b>	<b>AGENCY FOR HEALTH CARE ADMINISTRATION WEBSITE.....</b>	<b>9</b>

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

**STATE OF FLORIDA  
AGENCY FOR HEALTH CARE ADMINISTRATION  
REQUEST FOR INFORMATION**

**DISCHARGE DATA AUDITOR**

**I. GENERAL INFORMATION**

**A. Purpose**

This is a Request for Information (RFI) as defined in Section 287.012(22), Florida Statutes (F.S.), for planning purposes. This RFI is issued by the State of Florida, Agency for Health Care Administration (Agency), to solicit information regarding available providers for the services described herein.

A Request for Information (RFI) is not a method of procurement. Responses to an RFI are not offers and shall not be accepted by the Agency to form a binding contract. This RFI shall not directly result in the execution of a contract with the Agency. The Agency reserves the right to utilize the information gathered through the RFI process to develop a scope of service, which may be incorporated into a contract using a statutorily approved method of procurement.

**B. Background**

The Agency is directed by section 408.061, F.S. and Rules 59B-7 and 59E-7, Florida Administrative Code (F.A.C.), to collect patient-level administrative discharge data from health care facilities in the state. Currently, there are approximately one thousand (1,000) reporting facilities including hospitals (acute care, comprehensive rehabilitation, long-term, and psychiatric), Ambulatory Surgery Centers (ASCs), and Emergency Departments (EDs). The facility uploads quarterly data files to the Agency's secure web portal in a custom XML format. An auditing application that performs a series of audits/edits analyzes each data file for omissions and error. Due to their robust data "scrubbing, Florida's discharge datasets is considered" one of the highest quality administrative discharge datasets in the nation. The Agency then makes portions of the data available to consumers and stakeholders on its public website, [www.FloridaHealthFinder.gov](http://www.FloridaHealthFinder.gov).

**C. Description of Services**

The Agency's current data auditing/editing software is a custom-built desktop application that employs approximately one thousand (1,000) separate rule edits to validate patient data and generates an array of error and summary reports for each file processed. The application incorporates information from specific tables provided by the Agency (such as those designating trauma centers, freestanding EDs, and comprehensive rehabilitation centers), as well as the State's practitioner licensure database which the Agency obtains from the Florida Department of Health (DOH) on a quarterly basis.

The facility submits their data file in a specified XML schema via upload through the Agency's secure web portal (see Figure 1, Page 4). Agency Data Analysts retrieve each uploaded data file and load them individually into the auditor for processing. The auditor software applies a complete set of rule edits and produces a series of outcome reports for each file processed. The Agency Data Analyst emails error reports to the facility; then the facility corrects the errors and resubmits the complete dataset. This process repeats until

**STATE OF FLORIDA  
AGENCY FOR HEALTH CARE ADMINISTRATION  
REQUEST FOR INFORMATION**

**DISCHARGE DATA AUDITOR**

the dataset meets the Agency designated quality parameters.

The auditor application exports processed files in either XML format (for ambulatory and emergency department files) or a pipe-delimited format (for inpatient files). The pipe-delimited format is required for a grouping application to assign each record within the dataset into a Diagnostic Related Group (DRG) category (see Figure 1, Page 4). The auditor also writes information and aggregate counts to a separate tracking file, which populates an Agency-built file tracking system. Additional core functionalities of the Agency's current data auditor application include:

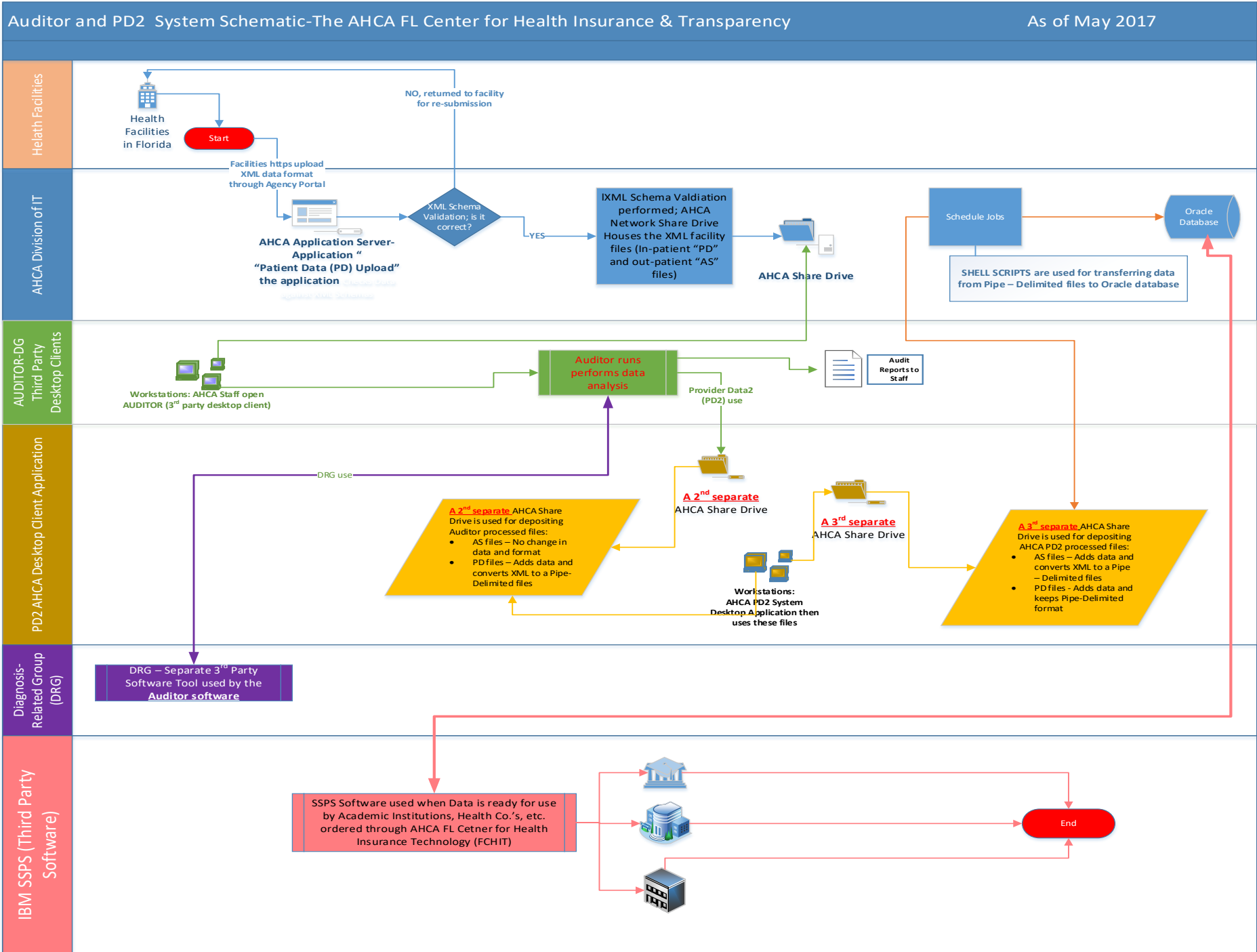
- The ability for Agency analysts to view the details of flagged edits;
- The ability for Agency analysts to temporarily suspend selected rules/edits on demand;
- The ability for Agency analysts to select either summary (aggregate) level or detail level reports for processed data files;
- The ability to export the details of all flagged data errors for a specific dataset into an Excel spreadsheet, in order to allow for filtering and sorting;
- The ability for Agency analysts to omit tracking on specific file versions; and
- Automatic identification and management of export data files as "raw" (failed) or "clean" (passed) into the Agency's established file structure.

The Agency's existing data auditing tool functions seamlessly with a separate Diagnostic Related Group (DRG) grouping software that automatically assigns the raw inpatient data into appropriate DRG categories. The Agency currently purchases the DRG grouping software separately and the auditor vendor integrates the application into the auditing tool (see Figure 1, Page 4). The auditor adds a DRG column to the inpatient pipe-delimited export file and automatically populates the appropriate DRG assignment for each record. The Auditor is part of a larger Agency system named the Data Collection System (see Figure 1, Page 4).

The Agency requires same-day or next-day technical assistance and repair service for the auditor tool in order to provide quality and efficient customer support to submitting provider facilities; as well as meeting Agency requirements related to timely processing of submitted data files. The current desktop application requires a separate copy of the software to be loaded and locally used on each Agency Data Analyst's computer, resulting in significant administrative and version control responsibilities for Agency staff when the application is modified or updated by the vendor.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

Figure 1: Auditor and PD2 System Schematic



**STATE OF FLORIDA  
AGENCY FOR HEALTH CARE ADMINISTRATION  
REQUEST FOR INFORMATION**

**DISCHARGE DATA AUDITOR**

**II. INFORMATION REQUESTED**

The Agency is seeking information from Respondents regarding data processing applications and/or services that meet the design and operational requirements of a Discharge Data Auditing System. The software tool/application must be able to analyze and audit data submissions from health care facilities, based on specific parameters established by the Agency, for ensuring data quality and integrity.

**A. Discharge Data Auditor Specifications/Requirements**

1. Controlled user access and adequate security to ensure protection of the patient data in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
2. Ability to load and audit multiple data files simultaneously (batch), and/or the ability to program automatic load and audit functionality to occur whenever files are submitted through the Agency's web portal.
3. Rules engine with the ability to rapidly process all applicable data rules (approximately one thousand (1,000) common and custom rules).
4. The ability for Agency analysts to temporarily suspend selected rules/edits on demand.
5. Ability for both the facility and the AHCA analyst to review and edit errors contained in submitted data files and identified by the auditor.
6. Production of detailed analysis and reports for each data file processed, to include metrics and metadata associated with both the complete file as well as any identified errors.
7. The ability for Agency Data Analysts to select either summary (aggregate) level or detail level reports for processed data files.
8. The ability to export the details of all flagged data errors for a specific dataset into a Microsoft Excel spreadsheet, in order to allow for filtering and sorting.
9. The ability for Agency analyst to omit tracking on specific file versions.
10. Functionality to automatically export scrubbed data and error reports directly to a subdirectory on the Agency network, including automatic file labeling that aligns with established Agency file management conventions.
11. The ability to run in the AHCA environment: Microsoft web servers 2012 and SQL server 2016.

**STATE OF FLORIDA  
AGENCY FOR HEALTH CARE ADMINISTRATION  
REQUEST FOR INFORMATION**

**DISCHARGE DATA AUDITOR**

12. The ability to run as a web-based application following AHCA application standards and procedures.
13. Integrated data grouping functionality based on nationally recognized methodology, such as DRGs or another comparable methodology, including the ability to group files of both ICD-9 and ICD-10 coding schemas.
14. The ability to export data to other applications.
15. Complete operational functionality and system availability twenty-four (24) hours per day, seven (7) days per week (with the exception of scheduled maintenance and/or updates).
16. Prompt technical assistance and support for all auditor functions and processes.
17. Provide initial and any system needed training for AHCA staff through maintenance and support costs.
18. A system will need to comply with current Agency internet browser standards: Internet Explorer, Mozilla, and Apple Safari.

**B. Requested Information**

Information provided by Respondents should include, but shall not be limited to the following:

1. An executive summary that demonstrates the Respondent's overall understanding of the Agency's needs as expressed in this RFI and that describes the salient features of the Respondent's response;
2. A detailed description of the technology solution that will best deliver the required functionalities at the lowest cost, including the technology infrastructure, components, interfaces, and reporting capabilities;
3. A brief description of how the Respondent solution would address each specified requirement (items 1-17) described above;
4. A brief description of how the Respondent solution would enhance and/or improve the Agency's current data collection and auditing processes, including increased efficiencies. The Respondent should also include any proposed improvements or enhancements not mentioned in the above list (1-17), if applicable;
5. A general timeline indicating the Respondent's ability to efficiently execute each project phase including planning, development (customization), testing, implementation, and maintenance;

**STATE OF FLORIDA  
AGENCY FOR HEALTH CARE ADMINISTRATION  
REQUEST FOR INFORMATION**

**DISCHARGE DATA AUDITOR**

6. An estimate of approximate cost(s) to develop and customize the Respondent solution, including a breakdown by category to include: system infrastructure, programming/customization, testing, and any other technical specifications necessary to develop the auditing application as described in this RFI;
7. An estimate and description of any additional reasonably anticipated costs to implement, administer, and maintain the Respondent solution, including but not limited to any ongoing costs for training, technical assistance, application maintenance, any potential future enhancements or upgrades, and costs associated with overall sustainability of the solution.

**III. RFI RESPONSE INSTRUCTIONS**

Respondents to this RFI are asked to be thorough, but concise. The RFI Response must address each of the following RFI questions point-by-point and include the following information:

- A. The Respondent's name (both legal name and d/b/a if applicable); place of business address(es); Web Site address, if applicable; and contact information for the primary representative responsible for information related to this RFI, including representative name, telephone number(s), and e-mail address(es). An alternative representative's contact information should be provided, if available;
- B. A statement of interest in the services outlined in this RFI, including an outline of a specific product, concept, technology, or approach that would meet the goals and requirements described in this RFI;
- C. A description of the Respondent's business and its experience as it relates to the services outlined in this RFI. This description should include a narrative explaining past experiences in which the Respondent has engaged with health care providers or government agencies in the area of data collection and quality assurance. The Respondent shall indicate any experience it has for services similar in nature to those described in this RFI. If available, the Respondent shall include a description of program outcomes;
- D. Information concerning the Respondent's ability to provide the services outlined in this RFI, including the Respondent's qualifications and other pertinent information such as certification(s) or accreditation(s) to support the Respondent's abilities and relevant experience;
- E. A description of the proposed Respondent's solution addressing each item (1-7) in Section II., Item B., of this RFI;
- F. A description of how the Respondent's approach will offer advantages or improvements. The description should also identify known or potential concerns with the approach.

**STATE OF FLORIDA  
AGENCY FOR HEALTH CARE ADMINISTRATION  
REQUEST FOR INFORMATION**

**DISCHARGE DATA AUDITOR**

- G.** A description of the options available for the analytics and reporting activities of the auditing system, including what information is produced and available from the solution that may potentially be utilized for internal program monitoring and tracking purposes;
- H.** A description of the Respondent's protocols and internal procedures for disaster recovery and the Respondent's ability to maintain and resume services with minimal disruption; and
- I.** A brief description of any similar technical solutions the Respondent has developed for other states, and an approximation of costs associated with adapting and/or scaling that solution to meet the needs identified in this RFI for the State of Florida.

**IV. TRADE SECRET OR PROPRIETARY INFORMATION**

Any portion of the submitted Response which is asserted to be exempt from disclosure under Chapter 119, Florida Statutes, shall be clearly marked "exempt", "confidential", or "trade secret" (as applicable) and shall also contain the statutory basis for such claim on every page. Pages containing trade secret shall be marked "trade secret as defined in Section 812.081, Florida Statutes". Failure to segregate and identify such portions shall constitute a waiver of any claimed exemption and the Agency will provide such records in response to public records requests without notifying the Respondent. Designating material simply as "proprietary" will not necessarily protect it from disclosure under Chapter 119, F.S. An entire Response should not be considered trade secret. Respondents who fail to identify trade secret as directed herein acknowledge and agree that they waive any right or cause of action, civil or criminal, against the Agency for Health Care Administration, its employees and its representatives, for the release or disclosure of trade secret information not so identified.

**V. RESPONSE SUBMISSION**

Respondents to this RFI shall submit one (1) electronic copy of its Response. The Response shall not exceed fifteen (15), pages in length. The electronic format shall be submitted via e-mail. The software used to produce the electronic files must be Microsoft Word 2013 and/or Excel 2013 or newer. The electronic files must be logically named.

The Respondent shall also submit via e-mail one (1) electronic redacted copy of the Response suitable for release to the public. Any confidential or trade secret information covered under Section 812.081, Florida Statutes, should be either redacted or completely removed. The redacted Response shall be marked as the "redacted" copy and contain a transmittal letter authorizing release of the redacted version of the Response in the event the Agency receives a public records request.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**



**STATE OF FLORIDA  
AGENCY FOR HEALTH CARE ADMINISTRATION  
REQUEST FOR INFORMATION**

**DISCHARGE DATA AUDITOR**

Responses to this RFI shall be provided no later than **5:00 PM, Eastern Standard Time, AUGUST 22, 2017**. Responses shall be e-mailed to [solicitation.questions@ahca.myflorida.com](mailto:solicitation.questions@ahca.myflorida.com).

Responses shall be addressed to:

**Crystal Demott**  
**AHCA Procurement Director**  
[Solicitation.questions@ahca.myflorida.com](mailto:solicitation.questions@ahca.myflorida.com)

After the Agency has received all Responses to this RFI, the Agency, in its sole discretion, shall determine if a meeting with Respondents is necessary to clarify the information received. In the event that the Agency decides to hold a meeting, the Respondent (s) will be notified via email.

**VI. COSTS**

Respondents are responsible for all costs associated with preparing a Response to this RFI. The State of Florida, Agency for Health Care Administration, will not be responsible for any Respondent costs associated with preparing a Response to this RFI.

**VII. QUESTIONS**

Questions concerning this RFI shall be submitted in writing via email to [solicitation.questions@ahca.myflorida.com](mailto:solicitation.questions@ahca.myflorida.com)

All Responses to questions received will be made, in writing, directly to the sender.

**VIII. AGENCY FOR HEALTH CARE ADMINISTRATION WEBSITE**

Additional information about the Florida Agency for Health Care Administration can be found on the Agency's website at: <http://ahca.myflorida.com/>

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**