If you submit an electronic file to populate your client data in DDaP, you must update your insurance information via the electronic file submission, not through direct data entry.

Up to four insurance types can be added for a client, each comprised of four data fields. The first insurance type on the file format is **Insurance Type 1** (fields 31-34). The insurance requirements are as follows:

Data Field Name / #	Description	Data Type	Required?	Allowable Values
Insurance Type 1 (Field # 31)	Type of Insurance used by client	Numeric	Yes	2 - No health insurance 4 - Other private insurance 5 - Medicare 6 - Champus 8 - Medicaid Husky C 9 - HMO (including Managed Medicaid) 12 - GA-SAGA 14 - ATR-Access to Recovery 15 - Self Pay 16 - Medicaid LIA Husky D 17 - Medicare Part A 18 - Medicare Part B 19 - Money Follows The Person (MFP) 20 - Nursing Home Waiver 21 - Medicaid BHH 22 - Medicaid- Husky A 96 - Other 97 - Unknown
Insurance Policy Number 1 (Field # 32)	Insurance specific policy #	Alpha-numeric	Yes	Any Alpha-numeric value (*Medicaid must begin with '001', '002', '003' or '004', must be numeric and must be 9-digits.*)
Insurance Policy Start Date 1 (Field # 33)	Date when insurance policy/coverage starts	Date (format MM/DD/YYYY)	Yes	Date must be greater than date of birth where DOB is not NULL, and greater than or equal to current date - fifty years where DOB is null.
Insurance Policy End Date 1 (Field # 34)	Date when insurance policy/coverage ends	Date (format MM/DD/YYYY)	No	Date must be greater than Insurance Policy Start Date.

Medicaid BHH can be added as Insurance Type 1, 2, 3 or 4 on the electronic file. ***Do not add Medicaid BHH through direct data entry or it will be overlaid with the next electronic file submission.***

(Continue to the next page)

The other 3 Insurance Types are located at the <u>end of the file format</u>. These insurance types have the <u>same requirements</u> as those listed on the previous page for **Insurance Type 1**.

Insurance Type 2: (fields 124 - 127)
Insurance Type 3: (fields 128 - 131)
Insurance Type 4: (fields 132 - 135 - *the **last four data fields** on the file.*)

An Insurance Type of 'No Health Insurance' (Value '2') <u>cannot be combined with any other Insurance Type</u>. This will result in an error when the file is submitted.

IMPORTANT NOTE: DDaP will populate the insurance types from the most recent 'successfully loaded' file. Previously loaded insurance types will be overlaid. Be sure to include <u>all valid</u> insurance types for the client on the file.

Please contact Mark.McAndrew@ct.gov (860-418-6843) or Joanne.J.Jensen@ct.gov (860-418-6625) if you have any questions.