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**TITLE 8 SOCIAL SERVICES**  
**CHAPTER 307 COORDINATED LONG-TERM SERVICES**  
**PART 10 ENCOUNTERS**

**8.307.10.1 ISSUING AGENCY:** Human Services Department  
[8.307.10.1 NMAC- N, 8-1-08]

**8.307.10.2 SCOPE:** This rule applies to the general public.  
[8.307.10.2 NMAC - N, 8-1-08]

**8.307.10.3 STATUTORY AUTHORITY:** The New Mexico medicaid program is administered pursuant to regulations promulgated by the federal department of health and human services under Title XIX of the Social Security Act, as amended, and by the state human services department pursuant to state statute See NMSA 1978 Section 27-2-12 et. seq.  
[8.307.10.3 NMAC - N, 8-1-08]

**8.307.10.4 DURATION:** Permanent  
[8.307.10.4 NMAC- N, 8-1-08]

**8.307.10.5 EFFECTIVE DATE:** August 1, 2008, unless a later date is cited at the end of a section.  
[8.307.10.5 NMAC - N, 8-1-08]

**8.307.10.6 OBJECTIVE:** The objective of these rules is to provide policies for the service portion of the New Mexico medicaid coordination of long-term services program.  
[8.307.10.6 NMAC - N, 8-1-08; A, 9-1-09]

**8.307.10.7 DEFINITIONS:** See 8.307.1.7 NMAC.  
[8.307.10.7 NMAC - N, 8-1-08]

**8.307.10.8 MISSION STATEMENT:** The mission of the medical assistance division is to reduce the impact of poverty on people living in New Mexico and to assure low income and disabled individuals in New Mexico equal participation in the life of their communities.  
[8.307.10.8 NMAC - N, 8-1-08; A, 9-1-09]

**8.307.10.9 ENCOUNTERS:** The coordination of long-term services managed care organization (CoLTS MCO) and single statewide entity (SE) shall submit encounter data to the human services department (HSD) under requirements established by HSD or its designee. The centers for medicare and medicaid services (CMS) require that encounter data be used for rate-setting purposes and for reporting cost neutrality for services rendered under the section 1915(c) waiver. HSD maintains oversight responsibility for evaluating and monitoring the volume, timeliness and quality of encounter data submitted by the CoLTS MCO/SE. If a CoLTS MCO/SE contracts with a third party to process and submit encounter data, the CoLTS MCO/SE remains responsible for the quality, accuracy and timeliness of the encounter data submitted to HSD. HSD or its designee shall communicate directly with the CoLTS MCO/SE, not with the third party contractor, regarding requirements, deficiencies, quality, accuracy and timeliness of encounter data. CoLTS MCO/SE encounter data shall be used to determine compliance with performance measures and other contractual requirements, as appropriate.  
[8.307.10.9 NMAC - N, 8-1-08; A, 9-1-09]

**8.307.10.10 ENCOUNTER SUBMISSION MEDIA:** Encounter data shall be submitted to HSD or its designee on electronic media, as designated and directed by HSD.  
[8.307.10.10 NMAC - N, 8-1-08]

**8.307.10.11 ENCOUNTER SUBMISSION TIMEFRAMES:** The CoLTS MCO/SE shall submit encounter data to HSD within 120 days of the service delivery date or discharge. HSD or its designee shall establish error thresholds, time frames and procedures for the submission, correction and resubmission of encounter data.  
[8.307.10.11 NMAC - N, 8-1-08; A, 9-1-09]

**8.307.10.12 ENCOUNTER DATA ELEMENTS:** Encounter data elements are a combination of those elements required by Health Insurance Portability and Accountability Act of 1996 (HIPAA) -compliant transaction formats, which comprise a minimum core data set for states and the CoLTS MCO/SE, and those required by CMS, HSD for use in the coordination of long-term services program. Encounter data elements are specified in the MCO/CSP systems manual. HSD or its designee may increase or reduce or make mandatory or optional, data elements as it deems necessary.

[8.307.10.12 NMAC - N, 8-1-08; A, 9-1-09]

**HISTORY OF 8.307.10 NMAC:** [RESERVED]