

Welcome to the NJDOBI Network

Adequacy Training

Webinar Topics



STATE OF NEW JERSEY
DEPARTMENT OF BANKING & INSURANCE

- NJDOBI and Quest Analytics Partnership
- Downloading the Provider & Facility Data Templates
- Populating the Provider & Facility Templates
- Validating Data in the Provider & Facility Templates
- File Naming Conventions and Upload Process
- Submission Deadline



STATE OF NEW JERSEY
DEPARTMENT OF BANKING & INSURANCE

NJDOBI & Quest Analytics

- Quest Analytics is a leading provider of analysis and reporting solutions to the health care industry
- Quest Analytics has expertise in working with health plans, dental plans, vision plans, pharmacy plans, benefits consultants and government agencies
- NJDOBI has enlisted Quest Analytics to measure Issuer Plan network adequacy
- Quest Analytics, in conjunction with NJDOBI, has defined provider and facility network adequacy standards
- Network adequacy standards were created per Provider/Specialty at the county level



STATE OF NEW JERSEY
DEPARTMENT OF BANKING & INSURANCE

Downloading Data Templates

- To submit data to DOBI, Issuers must download the data templates from the Quest Analytics website <https://qes.questanalytics.com/app/v1.0/njdobi>
- There are two templates that need to be downloaded
 - Providers
 - Facilities
- Data dictionary can be found on the website
- Describes column names, data types and required fields
- Additional information on network standards by specialty



STATE OF NEW JERSEY
DEPARTMENT OF BANKING & INSURANCE

Populating Data Templates

- Considerations when populating Provider and Facility templates
- Make sure all columns are formatted as text
- State of NJ has zip codes with leading zeros, specialty codes have leading zeros
- Formatting columns as “text” will prevent loss of leading zeros
- Use the correct Issuer ID
- Will receive an email by end of the week with your Issuer ID
- Each Issuer ID is tied to a service area, as reported to DOBI
- Populate the “Tier1” and “SubmittedClaimWithin12MonthsForThisLocation_Specialty(Y/N)” columns appropriately
- These columns should be populated with a “Y” or “N”
- If you are not one of the tiered plans, populate the column with “N”

Populating Data Templates

- Only include NJ addresses for Provider and Facility data where an individual can make an appointment
- Issuers are responsible for crosswalking DOBI specialty codes into Provider and Facility data as listed in Lookup tab
- Only use DOBI defined specialty codes
- Invalid specialty codes will not be processed when running network adequacy
- When populating Provider and Facility codes make sure columns are formatted as text to keep leading zeros of specialty codes
- Make sure network providers are represented with 1 row of data for each provider/address/specialty

Name	Address	City	State	Zip	Specialty
Dr. Smith	123 Main St	Appleton	WI	54914	001, 003
Dr. Smith	123 Main St	Appleton	WI	54914	001
Dr. Smith	123 Main St	Appleton	WI	54914	003

← **Incorrect**

← **Correct**

- A template(s) should be populated for each Issuer ID
- If you are a health plan with multiple Issuer IDs, you must submit a Provider/Facility template for each IssuerID

Template Data Validation

- Provider and Facility templates include a data validation macro
- Intent is to help Issuers find data errors before submitting data
- When Excel template launches – defaults to the “Landing” worksheet
- Select your IssuerID from the drop-down menu
- Populate the Providers or Facilities worksheet in the template from your data source
- Copy/Paste from data source the easiest way
- Click the “Validate” button
- If there is an issue in the data, the column header and the cell with the issue will highlight in red. The issue(s) would need to be corrected prior to submission.
- Make the necessary corrections and click the “Validate” button to recheck the data
- Data submissions will be rejected if any validation errors are present
- Issuers will be notified if there are any problems with the submitted data via email

File Creation

- After data template is complete, perform a “Save As” to create a new file
- Keep the same Excel extension (.xlsm) when saving the file
- Name the file with the following naming convention:
- FourDigitYear+Quarter+DOBIssuerID+Providers/Facilities
- For the April 11th submission for IssuerID DOBIXXX Providers and Facilities:
 - 2025Q2DOBIXXXProviders.xlsm
 - 2025Q2DOBIXXXFacilities.xlsm
- All files MUST adhere to this naming convention!!!

File Upload

- Upon completion of Provider and Facility data templates, files need to be submitted to Quest
- Each Issuer will use the upload link provided in reminder emails
- This link will be emailed approx. 3 to 5 weeks prior to the submission deadline.
- Select Add Files and select files to upload, click the “Start” button to upload files
- For Issuers with multiple IssuerIDs, please make sure the correct DOBI Issuer ID is in file name when uploading files
- After the data has been uploaded, Issuers will receive a “Upload Successful” message
- Quest will receive notification that new files were submitted
- 2nd Quarter data submission deadline is Friday, April 11th at 5pm Eastern Time.



STATE OF NEW JERSEY
DEPARTMENT OF BANKING & INSURANCE

Conclusion

Take aways:

- Download the Provider/Facility templates from <https://qes.questanalytics.com/app/v1.0/njdobi>
- When populating Provider/Facility Templates:
 - Format all columns as text (keep leading zeros)
 - Make sure NJ addresses are the only records included in data templates
 - Make sure specialty codes are cross walked using Lookup tab
 - Use correct IssuerID and naming convention before submission
 - Validate data before submitting to Quest
 - Use the upload link included in reminder emails
- If you have any questions about the data submission process, please contact Quest Analytics at:
 - njdobi@questanalytics.com
 - Or call (920) 739-4552



STATE OF NEW JERSEY
DEPARTMENT OF BANKING & INSURANCE

FAQ NJ DOBI Network Data Templates

Q: Will carriers be required to send these files on a quarterly basis? When will we be told the schedule?

A: Yes, at this time, the intent is to do a quarterly overview. *January Q1/April Q2/July Q3/October Q4*. Specific dates will be provided in upcoming communications from DOBI. Certain plans will only need to submit for the annual April Q2 period.

Q: We are a vision wellness only provider network and have "Optical Stores". How and where would we enter these Optical Stores?

A: The expectation is that we would receive individual provider names. We will accept the Optical Store name and this will require you to place the Optical Store name in both the First Name and Last Name field to pass validation.

Q: When submitting Tier 1 Networks, should the template include the Tier 2 Network information as well?

A: Yes, the entire network should be submitted. The Tier 1 providers and facilities should have a "Y" indicator and the remaining provider and facilities should have a "N" indicator.

Q: Can I list a provider at all my group locations?

A: No, a provider should only be listed at the locations where an individual could call and make an appointment.

Q: Can any general acute care hospital be listed on the Facilities template?

A: No, only general acute care hospitals with a valid license number from the AllAcuteCareHospitals tab will be accepted.



STATE OF NEW JERSEY
DEPARTMENT OF BANKING & INSURANCE

FAQ NJ DOBI Network Data Templates

Q: How do I know if I have a Tiered Network?

A: You should be aware of this designation and if you are unsure any policy questions should be directed to Barbara.Hanlon@dobi.nj.gov

Q: If I am contracted with 5 providers at 1 location, what should be submitted?

A: The expectation is that we would receive individual provider names. In this example, the 5 individual providers should be listed on the provider data template.

Q: Should physical therapist be listed individually or just the facility?

A: Since this is a request on the facility data template, only the facility name and address are needed. The same standard would apply to Occupational Therapy and Speech Therapy.

Q: We noticed there is not a code for Outpatient Mental Health or some others we would have expected to see.

A: The specialty listing was provided to us by NJDOBI, any policy questions should be directed to Barbara.Hanlon@dobi.nj.gov

Q: Who do I contact with additional questions?

A: Any policy questions should be directed to Barbara.Hanlon@dobi.nj.gov. Any questions regarding your data submission should be directed to njdobi@questanalytics.com or 920.739.4552.



STATE OF NEW JERSEY
DEPARTMENT OF BANKING & INSURANCE