Washington State Health Care Authority

Change Summary

PSAO Data Submission Guide v3.0 and v4.0

The changes between version 3.0 and 4.0 of the psao' data submission guides (DSG) are indicated in red in the table below.

Type of change	Template	Version 3.0 (Current)	Version 4.0
Definition Update: Current year		"Current year" means the year 2021.	"Current year" means the year 2022.
Definition Update: Prior year		"Prior Year" means calendar year 2020.	"Prior year" means calendar year 2021.
Update: How to Register and Submit			You must sign up for a Secure Access Washington Account (SAW). The email address used for this SAW account must match the DPT primary or secondary contact email address. Please note you are only allowed 2 (two) contacts. This is a change from the previous system. SAW Instructions Portal Instructions (also listed at the end of this document)
Update Field: Data Validation			Data validation is a two-step process and at any time submissions may be rejected. Each submitted file undergoes technical and program validation to ensure that the data meets the requirements of RCW 43.71C and is compatible with HCA's reporting software. These primarily cover verification of data types (number vs. string) and formats (2023-01-01 vs. 01/01/2023). The program validation process is performed by program staff after technical validation and includes additional checks of the files to complete the data validation process. If your report is rejected during Program validation, you will need to resubmit a corrected report within 10 business days of receipt of the rejection notice. Step 1 Technical validation – You will receive immediate confirmation whether your submission passed or failed Technical Validation. If your submission passed Technical Validation a message indicating your submission was successfully uploaded will appear on the screen. If your submission failed, you would see an error log noting a list of all errors that must be corrected. All errors must be corrected prior to clicking the submit button. If you do not receive an email notification of either success or failure within 72 hours of submitting your report, please contact DPT program staff at drugtransparency@hca.wa.gov to confirm that your submission was received and processed.

			Step 2 Program validation – An analyst will validate information submitted in ensure it meets program requirements. You will receive an approval email or a rejection email. This email will be sent to the email provided when you registered. If your report is rejected, you will need to resubmit within 10-days. If you need help understanding your error log, the Data Submission FAQ clarifies the meaning of the error and provides guidance on corrections, or you may submit your questions to HCADPTTechSupport@hca.wa.gov for assistance.
Update Field: Correcting Submissions			In the event that you find an error in your approved submission, you will need to fill out the Resubmission form which can be found on our portal prior to resubmitting your report. You will need to let HCA know which report you will be resubmitting and the specific reasons why you request to resubmit. HCA will review your request and approve or deny your request within 5 business days. In the event your resubmission is rejected during technical or program validation, you would be subject to the 10-day limit for correcting rejected resubmissions.
Update: Table Specifications		File naming schema: psao_pharmacy_contracted_rates_{YYYY}_{ID}_{YYYYMMDD}.csv Example: psao_pharmacy_contracted_rates__2021_S12345_20211201.csv (Please use the submission due date not the date the report was prepared) The submission of this report is due on December 1, 2022, and should include data effective for 2021.	File naming schema: psao_pharmacy_contracted_rates_{YYYY}_{ID}_{YYYYMMDD}.csv • Example: psao_pharmacy_contracted_rates__2022_S12345_20231001.csv • Please use the submission due date not the date the report was prepared for YYYYMMDD The submission of this report is due on October 1, 2023, and should include data effective for 2022.
Update Field: Washington DPT Number	Pharmacy Contracted Rates	Name: Washington DPT Number Type: String Max Length: 6 characters Format: ABCDE	Name: Washington DPT Number Type: String Max Length: 6 characters Format: ABCDEF
Update Field: Year		Name: Year Type: Numeric Format: 9999 Max Length: 4 digits Min Length: 4 digits Rule: 2021 Current year for which the aggregate data is reported.	Name: Year Type: Numeric Format: 9999 Max Length: 4 digits Min Length: 4 digits Rule: 2022 Current year for which the aggregate data is reported.
Update Field: Drug Name		Name: Drug Name Type: String	Name: Drug Name Type: String

<table>
<tr>
<td></td>
<td></td>
<td>Max Length: 100 characters
Format: ABCDE

Name of the drug for the NDC reported. Only include ingredient name.

For example, if the NDC has a Drug Product Name of "fluoxetine HCL 20 mg tablets", then this field should be reported as “fluoxetine”. All drug product names with “fluoxetine” in its name should be reported as a single Drug Name in this field. Combination drug product names should be reported individually as its own Drug Name instead of by each ingredient.

NOTE: Special characters, hyphens, symbols, or slashes are allowed.</td>
<td>Max Length: 100 characters
Format: ABCDE

Name of the drug for the NDC reported. Only include ingredient name.

For example:

<table>
<tr><th>NDC</th><th>Drug Name</th><th>Drug Product Name</th><th>Label Name</th></tr>
<tr><td>00000000000</td><td>EFAVIRENZ-EMTRICITABINE-TENOFOVIR DISOPROXIL FUMARATE</td><td>EFAVIRENZ-EMTRICITABINE-TENOFOVIR DISOPROXIL FUMARATE 10MG TABLET</td><td>ATRIPLA</td></tr>
<tr><td>00000000000</td><td>ADALIMUMAB</td><td>ADALIMUMAB PEN INJ 40MG/0.8</td><td>HUMIRA</td></tr>
<tr><td>00000000000</td><td>ADALIMUMAB</td><td>ADALIMUMAB PEN INJ CD/UC/HS</td><td>HUMIRA CD/UC/HS STARTER</td></tr>
<tr><td>00000000000</td><td>AMOXICILLIN</td><td>AMOXICILLIN 500 MG TABLET</td><td>AMOXICILLIN</td></tr>
<tr><td>00000000000</td><td>AMOXICILLIN</td><td>AMOXICILLIN 500 MG CAPSULE</td><td>AMOXICILLIN</td></tr>
</table>
NOTE: Special characters, hyphens, symbols, or slashes are allowed.</td>
</tr>
<tr>
<td>Update Field:

Drug Product Name</td>
<td></td>
<td>Name: Drug Product Name
Type: String
Max Length: 100 characters
Format: ABCDE

Name of the drug product for the NDC reported, to include ingredient name as reported in standardized drug databases. This name should include ingredient, salt form, dosage form, strength, and any other information specific to the NDC.

For example, "fluoxetine HCL 20 mg tablets" is acceptable.</td>
<td>Name: Drug Product Name
Type: String
Max Length: 100 characters
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</table></td>
</tr>
<tr>
<td>Update Field:

Label Name</td>
<td></td>
<td>Name: Label Name
Type: String
Max Length: 100 characters
Format: ABCDE

Proprietary or legal name as marketed by manufacturer. For example, "fluoxetine HCL", "fluoxetine DR” are acceptable.</td>
<td>Name: Label Name
Type: String
Max Length: 100 characters
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Proprietary or legal name as marketed by the manufacturer.

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Update Field: General Comments		Name: General Comments Type: String Max Length: 5000 characters Format: ABCDE **Nullable** Any additional information you would like to submit or provide to explain your responses.	Name: General Comments Type: String Max Length: 5000 characters Format: ABCDE **Nullable** Any additional information you would like to submit or provide to explain your responses. **Note: Do not include hard returns.**
Update: Table Specifications	Pharmacy Year-Over-Year Rate Change	File naming schema: psao_pharmacy_yoy_rate_change_{YYYY}_{ID}_{YYYYMMDD}.csv Example: psao_pharmacy_yoy_rate_change_2020_S12345_20211201.csv (Please use the submission due date not the date the report was prepared) The submission of this report is due on December 1, 2022, and should include data effective for 2021.	File naming schema: psao_pharmacy_yoy_rate_change_{YYYY}_{ID}_{YYYYMMDD}.csv • Example: psao_pharmacy_yoy_rate_change_2022_S12345_20231001.csv • Please use the submission due date not the date the report was prepared for YYYYMMDD The submission of this report is due on October 1, 2023, and should include data effective for 2022.
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Update Field: Year		Name: Year Type: Numeric Format: 9999 Max Length: 4 digits Min Length: 4 digits Rule: 2021	Name: Year Type: Numeric Format: 9999 Max Length: 4 digits Min Length: 4 digits Rule: 2022

<table>
<tr><td></td><td></td><td>Current year for which the aggregate data is reported.</td><td>Current year for which the aggregate data is reported.</td></tr>
<tr><td>Update Field:

Drug Name</td><td></td><td>Name: Drug Name
Type: String
Max Length: 100 characters
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Name of the drug for the NDC reported. Only include ingredient name.

For example, if the NDC has a Drug Product Name of "fluoxetine HCL 20 mg tablets", then this field should be reported as “fluoxetine”. All drug product names with “fluoxetine” in its name should be reported as a single Drug Name in this field. Combination drug product names should be reported individually as its own Drug Name instead of by each ingredient.

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Update:	PBM Contracted Rates	File naming schema: psao_pbm_contracted_rates_{YYYY}_{ID}_{YYYYMMDD}.csv Example: psao_pbm_contracted_rates_2020_S12345_20211201.csv (Please use the submission due date not the date the report was prepared) The submission of this report is due on December 1, 2022, and should include data effective for 2021.	File naming schema: psao_pbm_contracted_rates_{YYYY}_{ID}_{YYYYMMDD}.csv • Example: psao_pbm_contracted_rates_2022_S12345_20231001.csv • Please use the submission due date not the date the report was prepared for YYYYMMDD. The submission of this report is due on October 1, 2023, and should include data effective for 2022.
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</tr>
<tr>
<td>Update Field:

Drug Product Name</td>
<td></td>
<td>Name: Drug Product Name
Type: String
Max Length: 100 characters
Format: ABCDE

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</table>
</td>
</tr>
</table>

<table>
<tr>
<td>Update Field:

General Comments</td>
<td></td>
<td>Name: General Comments
Type: String
Max Length: 5000 characters
Format: ABCDE
Nullable

Any additional information you would like to submit or provide to explain your responses.</td>
<td>Name: General Comments
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Any additional information you would like to submit or provide to explain your responses.

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</tr>
<tr>
<td>Update:</td>
<td>PBM Year-Over-Year Rate Change</td>
<td>File naming schema:

psao_pbm_yoy_rate_change_{YYYY}_{ID}_{YYYYMMDD}.csv

Example: Example:

psao_pbm_yoy_rate_change_2020_S12345_20211201.csv
(Please use the submission due date not the date the report was prepared)

The submission of this report is due on December 1, 2022, and should include data effective for 2021.</td>
<td>File naming schema:

psao_pbm_yoy_rate_change_{YYYY}_{ID}_{YYYYMMDD}.csv
• Example: Example: psao_pbm_yoy_rate_change_2022_S12345_20231001.csv
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The submission of this report is due on October 1, 2023, and should include data effective for 20221.</td>
</tr>
<tr>
<td>Delete Field:

Washington DPT Number</td>
<td></td>
<td>Name: Washington DPT Number
Type: String
Max Length: 6 characters
Format: ABCDE</td>
<td>Name: Washington DPT Number
Type: String
Max Length: 6 characters
Format: ABCDEF</td>
</tr>
<tr>
<td>Update Field:

Year</td>
<td></td>
<td>Name: Year
Type: Numeric
Format: 9999
Max Length: 4 digits
Min Length: 4 digits
Rule: 2021

Current year for which the aggregate data is reported.</td>
<td>Name: Year
Type: Numeric
Format: 9999
Max Length: 4 digits
Min Length: 4 digits
Rule: 2022

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</tr>
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<td>Update Field:

Drug Name</td>
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<td>Name: Drug Name
Type: String
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Name of the drug for the NDC reported. Only include ingredient name.

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<table>
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Max Length: 100 characters
Format: ABCDE

Name of the drug product for the NDC reported, to include ingredient name as reported in standardized drug databases. This name should include ingredient, salt form, dosage form, strength, and any other information specific to the NDC.

For example:
<table>
<tr><th>NDC</th><th>Drug Name</th><th>Drug Product Name</th><th>Label Name</th></tr>
<tr><td>00000000000</td><td>EFAVIRENZ-EMTRICITABINE-TENOFOVIR DISOPROXIL FUMARATE</td><td>EFAVIRENZ-EMTRICITABINE-TENOFOVIR DISOPROXIL FUMARATE 10MG TABLET</td><td>ATRIPLA</td></tr>
<tr><td>00000000000</td><td>ADALIMUMAB</td><td>ADALIMUMAB PEN INJ 40MG/0.8</td><td>HUMIRA</td></tr>
<tr><td>00000000000</td><td>ADALIMUMAB</td><td>ADALIMUMAB PEN INJ CD/UC/HS</td><td>HUMIRA CD/UC/HS STARTER</td></tr>
<tr><td>00000000000</td><td>AMOXICILLIN</td><td>AMOXICILLIN 500 MG TABLET</td><td>AMOXICILLIN</td></tr>
<tr><td>00000000000</td><td>AMOXICILLIN</td><td>AMOXICILLIN 500 MG CAPSULE</td><td>AMOXICILLIN</td></tr>
</table>
</td></tr>
<tr><td>Update Field:

Label Name</td><td></td><td>Name: Label Name
Type: String
Max Length: 100 characters
Format: ABCDE

Proprietary or legal name as marketed by manufacturer. For example, "fluoxetine HCL", "fluoxetine DR” are acceptable.</td><td>Name: Label Name
Type: String
Max Length: 100 characters
Format: ABCDE

Proprietary or legal name as marketed by the manufacturer.
<table>
<tr><th>NDC</th><th>Drug Name</th><th>Drug Product Name</th><th>Label Name</th></tr>
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</table>
</td></tr>
<tr><td>Update Field:

General Comments</td><td></td><td>Name: General Comments
Type: String
Max Length: 5000 characters
Format: ABCDE
Nullable

Any additional information you would like to submit or provide to explain your responses.</td><td>Name: General Comments
Type: String
Max Length: 5000 characters
Format: ABCDE
Nullable

Any additional information you would like to submit or provide to explain your responses.

Note: Do not include hard returns.</td></tr>
</table>
