CY 2015 Step Therapy File Record Layout

Required File Format = ASCII File - Tab Delimited

Do not include a header record

Filename extension should be ".TXT"

During the initial formulary submission period the file must include all Step Therapy Group Descriptions.   All records must have ADD for the Change_Type.

After the initial formulary submission period the file must include only changes.

Field Name	Field Type	Maximum Field Length	Field Description	Sample Field Value(s)
ST_Change_Type	CHAR Always Required	3	Defines the type of change that is being made to the Step Therapy File. During the initial formulary submission period, all rows must be "ADD."	ADD = Add Group Description to file UPD = Change fields for an existing Group Description
Step_Therapy_Group_Desc	CHAR Always Required	100	Description of step therapy drug treatment group. Field should be repeated in the record based upon number of groups declared in Step_Therapy_Total_Groups in the Formulary File submission upload. Description of the step therapy group as it appears on the submitted formulary file. This field must exactly match the value entered in the Step_Therapy_Group_Desc field on the Formulary File. Note: For a given Rx CUI, each Group Description must be unique. Note: For each Step Therapy Group Description, there must be a Rx CUI with a Step Therapy Value equal to 1.	Step_Therapy_Group_Desc = "CHF Therapy" Step_Therapy_Group_Desc = "Angina Therapy" Step_Therapy_Group_Desc = "CVD Therapy"
Step_Therapy_Criteria	CHAR Always Required	4000	Description of the criteria of the step therapy drug.	

ST_Criteria_Change _Indicator	CHAR Always Required	1	If the ST criteria content did not change for this group description compared to CY 2011, please place a "0" in this field. If this group description is new, or the criteria content changed in any way, please place a "1" in this field".	

Please Note: Certain characters are restricted from HPMS. The submitted file will be rejected if any of the following characters are included in any field: 1) greater than sign (>), 2) less than sign (<), and 3) semi-colon (;).