HCRIS PRODUCTION NOTES FOR HOME HEALTH AGENCY (HHA) COST REPORT DATA

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1. OVERVIEW:

CMS stores the HCRIS cost report files in a relational database.

The foremost characteristic of this database is the fact that data
elements will be distributed in flat files aligned with the database table
in which they reside in our database.

You will be able to access the entire set of HCRIS Cost Report data that
is submitted to HCRIS by a Fiscal Intermediary on behalf of a provider. The
major benefit for all users is the ability to use Relational Database Technology
to quickly exclude certain fields of data or perform cross-sectional analysis.

The following website contains the Provider Reimbursement Manuals (PRM) and
electronic cost reporting specifications for provider cost reports:

http://www.cms.hhs.gov/Manuals/PBM/itemdetail.asp?filterType=none&filterByDID=
0&sortByDID=1&sortOrder=ascending&itemID=CMS021935

2. INTRODUCTION:

The CMS Form 1728-96 HHA Cost Report data files contain cost reports with
fiscal years ending on or after September 30, 1994. The data files contain
the highest level of Medicare cost report status. If HCRIS has both an as
submitted report and a final settled report from an HHA for a particular
year, the data files will only contain the final settled report. If HCRIS has
an as submitted, final settled, and reopened report from an HHA for a
particular year, the data files will contain the reopened cost report. It is
possible for 1 HHA Provider to submit 2 or more cost reports for a given year
for the same cost report status. This may happen if a Provider changes
its FY, or if there is a CHOW (Change of Ownership) during the year. We have
also found cost reports that were sent in error with an incorrect FYB or
FYE. For the most part, HCRIS triess to eliminate these incorrect submissions
by
contacting the FI and deleting a cost report that the FI identifies as
incorrect.

If you have any questions about this product, please contact the HCRIS
staff via e-mail at HCRIS@cms.hhs.gov, and use the letters "HHA" in the
subject line.

3. NOTES:

The data in the HHA database includes cost reports for free-standing HHA's

through FY06. Hospital-based HHA's are included in the Hospital database (2552-96).

To use the HHA cost report database, you first need to determine the data that you are interested in by reviewing the cost report forms and the data specifications. You will need to know the Worksheet ID, line, and column from the cost report form. For example, if you wanted to extract the data for "Home Health Agency-Number of Skilled Nursing Visits Title XVIII", you will need to determine where this information is collected in the report and use these elements as parameters to pull the data from the HHA_RPT_NMRC table. The number of Home Health Agency Skilled Nursing Visits Title XVIII is collected on Worksheet S-3, Part I, Line 1, Column 1 so you would create the following condition:

    Worksheet Code ='S300000' *
    Line Number ='00100'
    Column Number ='0100'
 *Note: Use Table 2 of HCRIS specs to determine worksheet codes.

Many lines on the worksheet forms can be subscripted. For example, the worksheet form
may show line 6, but it is possible that data relating to that line could be reported
on lines 00600 thru 00699. Keep that in mind when extracting data for a particular line.

It is important to read the cost center coding rules from Table 4 of the HCRIS specifications to understand the connection between worksheet line numbers and cost center codes. The table explains what cost center codes to use for each line on the worksheets that collect data for cost centers. When collecting data from any cost center code, remember to enter a range of cost center codes. For example, the cost center for Clinic includes lines from 01800 through 01899.

4. FILES AND CONTENTS:

HHA_RPT.zip - Compressed Winzip file containing 1 text file with the raw
    data to be loaded into the HHA_RPT table. The file contain data
    elements that are separated by commas.

HHA_RPT_ALPHNMRC.zip - Compressed Winzip file containing 1 text file with the raw
    data to be loaded into the HHA_RPT_ALPHNMRC table. The file contain data
    elements that are separated by commas.

HHA_RPT_NMRC.zip - Compressed Winzip file containing 1 text file with the raw
    data to be loaded into the HHA_RPT_NMRC table. The file contains data
    elements that are separated by commas.

HHA_RECORD_COUNTS.csv - A csv file containing a list of the record counts per fiscal year.

HHA_COST_REPORT_STATUS_COUNTS.csv - A csv file containing the counts of cost reports per type and fiscal year.

FACILITY NUMBERING.csv: A csv file containing information on how to identify the type of facility by the last four positions of the provider number.

STATE CODES.csv: A csv file contains all the state codes for each state.

TABLE DESCRIPTIONS AND SQL.txt - A text file containing the descriptions of the
tables, and an ANSI SQL Program (non-Database specific) Containing the DDL
scripts to create the 4 tables that comprise the HCRIS HOSPITAL Database.

DATA DICTIONARY.csv: A csv file that contains the meanings of the
data elements in the Hosp_Rpt file, the Hosp_Alphnmrc file, the Hosp_Nmrc file,
and the Hosp_Rollup_Data file.

README.txt - This readme file.

Please email HCRIS@cms.hhs.gov for the following files. These files are no
longer available for download:
1728-94_Specifications - Compressed winzip file containing the specifications
for all
      worksheets that comprise the HCRIS HHA system in Microsoft Word.

1728-94_Forms.xls - File containing the forms that comprise the HHA system
      in Microsoft Excel format. (The cells that are extracted
      for HCRIS contain an "X")
These files have not changed from the 3/31/08 quarter. They are the same.

5. NPI Addition

Effective with the 6/30/2006 release, a column has been added to the HHA_RPT
file
named NPI which stands for National Provider Identifier. This column will be
used
when CMS begins receiving the NPI on cost reports.

6. SET UP GUIDANCE:

It is important to note that the datafiles you will be provided are not
restricted
for use in one given database platform or even a database management system for
that
matter. You will likely be able to use your existing tools or utilities to
access the data, given the ability of those tools to handle files up to the size
of the largest datafile and files containing data arranged in CSV or Comma
Separated value format.

Please be certain to examine the individual datafile and corresponding database
table structure carefully or else you may not achieve valid results or even be
able to access the data. If you choose to use a relational or desktop database
management system, please be mindful of the sizes of the various datafiles.

7. DISCLAIMER OF WARRANTY:

The Centers for Medicare & Medicaid Services shall retain no responsibility for
the data recipients inability to load, examine, or otherwise use the published

data for the HCRIS system.

The information in these files is subject to change, and should be reviewed for each release.