

# 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 tries 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](mailto: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")

## 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.

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