

**Attachment F: EDB Customized State File Instructions and Time Line
July 26, 2000**

1. The State should submit a request letter with a detailed justification for the data and the original signed Data Use Agreement (DUA) to HCFA. See the attached DUA with instructions. This should be submitted to:

Alan Zendell (complete package)
letter only)
S3-22-04

Rich Cuchna (request

S1-05-06

7500 Security Boulevard
Boulevard
Baltimore, MD 21244-1850
21244-1850

7500 Security
Baltimore, MD

2. At the same time the State is submitting the DUA and request letter with the detailed data justification, the State should initiate setting up NDM (connect-direct) service with the Social Security Administration. The contact person at SSA for establishing new NDM services is John Bauer on (410) 965-5463 or John.Bauer@ssa.gov. Mr. Bauer should be contacted by the States' data transmission specialist for specific information on establishing the data links, testing transmission, and establishing the input file name and the output file name.
3. HCFA will review the DUA and data justification. The State will be contacted to clarify any questions HCFA may have. Once the DUA and data justification are approved, the DUA will be signed by the HCFA representative and assigned a DUA number. Allow 2 to 4 weeks for processing of the DUA and data justification.
4. A completed copy of the DUA with the assigned DUA number will be returned to the State.
5. The State should submit its test finder file submission for the first month (September) as soon as the transmission process is established with SSA. Please submit a small finder file of no more than 100 records for the test. **The monthly finder file should be no larger than 225,000 records.** This finder file should be in a 14 byte SSN finder file in the following format:

Field name	Field Size	Location	Remarks
Social Security Number	9	1 - 9	User Supplied Search Argument
BIC	1	10	"A"
Filler	3	11-13	Blank
Sex	1	14	0 = Unknown 1 = Male

			2 = Female
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The finder file should be submitted using NDM services.

6. HCFA will extract the EDB Customized State File for the State using the finder file submitted. Allow 2 to 4 weeks for processing of this file. The extracted EDB Customized State File will be sent back to the State using the NDM service.

For the States not using NDM services, HCFA will ship the data on IBM standard label 3480 tape cartridges in EBCDIC format. The file will be sent fourth class U.S. Mail, unless an express carrier account number was provided in the request letter.

Attached is the record specification for the EDB Customized State File that the State will receive.

7. After the first test month, the State should continue to submit its finder file for each monthly extract of the EDB Customized State File. The finder must be submitted to HCFA by the 25th of each month.

Questions should be directed to the following contacts:

Approval of the DUA or the State's Data Justification	Rich Cuchna	Mary Hogan (410) 786-7239 (410)786-6333
NDM Services		John Bauer (SSA) (410) 965-5463
Finder File Format or the EDB Customized State File	Sheila Sanders	(410) 786-1949
DUA content or DUA number		Kim Elmo (410) 786-1061