Care Coordination Innovations Project: Medicare-Medicaid Alignment Initiative
Data Release Procedures

Introduction
HFS is proud to release an unprecedented quantity of data and documentation to a wide variety of healthcare organizations. We believe the data and documentation will allow partner organizations to gain insights into our recipient populations and their healthcare needs with exceptional ease and reliability.

Data Release Procedures
In order to receive data, a partner organization must submit a Data Use Agreement, which satisfies Health Insurance Portability and Accountability Act (HIPAA) requirements and states that the intended purpose is to develop a provider network for dual eligibles. Although this is provider-level, not patient-level data, the data use agreement is necessary as there is a possibility of identifying patients served by providers who serve only one or a limited number of patients.

HFS will deliver data through the State of Illinois' Secure FTP Site. (If the partner organization cannot use the FTP site to receive data, we will substitute a CD/DVD delivered through the US Postal Service.) Partner organizations can expect to receive a password-protected, zipped file containing the data, accompanying documentation, and a coversheet. The coversheet will include balancing totals for each of the export files to help partner organizations ensure they load the data properly.

Data Format Details
The data will be delivered in text (.txt) files. All text- or character-based fields will begin and end with a double quote. As we are aware that space-saving can be valuable, HFS will trim all space possible out of the export. The first line will be headers.

Tips for efficiently using the data
We advise partner organizations to import the data 'as is' into a database tool (such as SAS, SPSS, SQL, or MS Access), then transform the data as desired and write queries. (Please remember to save your data import procedure or code.) Using a database allows you to quickly update your analysis if the data changes. If you must use Excel, please set up a data table with the data 'as is,' then create pivot tables.

If anything about the data appears incorrect, please check the documentation, consult the Q&A portion of the website for updates, and use the contact information included with your data to contact HFS. When you contact HFS, please describe your question as specifically as possible, and please give us your organization name as well as which region's data you received.

Corrections and Updates
We expect imperfections within the data and its accompanying documentation, and we aim to provide revisions as necessary. We know that feedback from our partner organizations will help identify and minimize prospective problems, and we appreciate your forthrightness and patience as we work together towards a better healthcare system. Partner organizations can expect regular updates on issues related to the data. These will be delivered through the CCIP website. (Additional information is available through our FAQ, which will also be updated as needed.)

We understand that some partner organizations may need to seek additional data after an initial data request has been fulfilled. We are willing to accommodate a reasonable number of additional requests on a time available basis.

Data Release Procedures in 8 Steps
1. Prepare and submit a Data Use Agreement. Email your request for data plus this document to Sophia Newman at Sophia.Newman@Illinois.gov.
2. Complete communication process with HFS data team to specify the region(s) of interest.
3. Allow two business days for HFS to process your data request.
4. Receive password and instructions for data download from HFS.
5. Retrieve zipped file with text (.txt) data files and coversheet from the State's secure FTP site.
6. Import data to the software of your choice and analyze data.
7. Monitor HFS Web site for information on changes to data and documentation.
8. Contact HFS with any questions (if necessary), identifying your data by the region you selected.