Centers for Medicare & Medicaid Services

CMS eXpedited Life Cycle (XLC)

# HHA Extract Tool Reports in SAS Viya

# User Manual

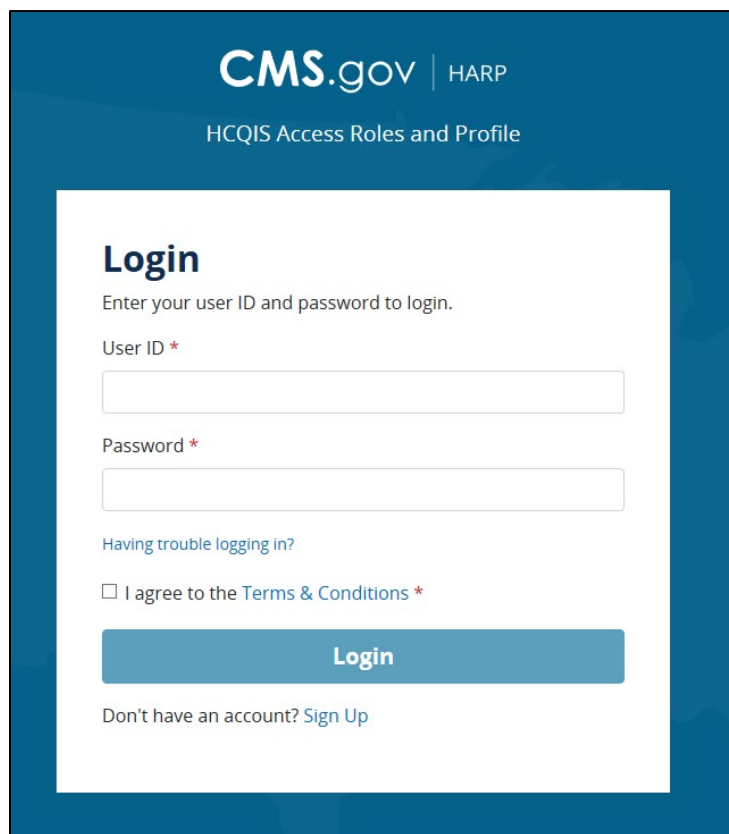Version 1.1

## Contents

## Requesting the Extract Tool Report User Roles for SAS Viya in HARP

Log in to HARP at https://harp.qualitynet.org/login/login
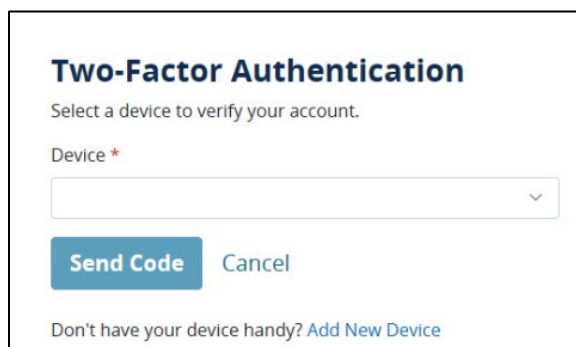
Enter the User ID and Password you use to access QBIC. **NOTE**: *If you do not have access to QBIC currently, you will need to create a new User ID by selecting the Sign Up link. Once your account has been created you can proceed with the following steps.*



Choose a Two-Factor Authentication option from the **Device** dropdown. Click the Send Code button. **NOTE**: *This will be the same authentication device/email used to log into QBIC.*

Enter the code sent to the selected two-factor authentication option in the **Security Code** text box and click the Submit button.



The User Profile page is displayed. Select the User Roles option in the top right corner of the page.
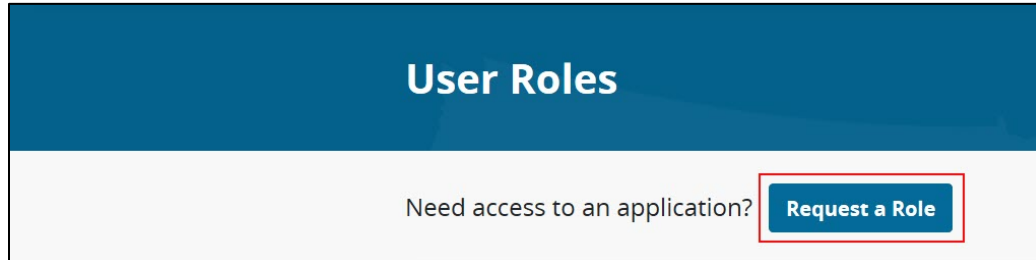


The User Roles page is displayed. Select the Request a Role button.



Select iQIES Data Analytics-QBIC and click the Next button.

Select your organization from the list. All organizations are listed as 'Analytics-iQIES-Organization' (Example: Analytics-iQIES-CGS).  Click the Next button at the bottom of the page. **NOTE**: *If you do not see your organization in the list, please email the QTSO Helpdesk at iqies@cms.hhs.gov.*



Select one of the following roles for access, then select the Next button at the bottom of the page:

    a.   iQIES-EXTRACT-TOOL-HHA-Group (Select this role to access HHA Extract Tool Reports)
    b.   iQIES-EXTRACT-TOOL-IRF-Group (Select this role to access IRF Extract Tool Reports)
    c.   iQIES-EXTRACT-TOOL-MDS-Group (Select this role to access MDS Extract Tool Reports)



       **NOTE**: *If you need to access more than one data set, you will need to submit a separate request for access to each group.*

Click the Submit button at the bottom of the page.

A pop up for Request Reason may be displayed. You can enter the business reason for making the request or you can leave it blank. Click the Submit button submit the role request to the CMS approvers.



The User Roles page reloads to show the details of your pending request.
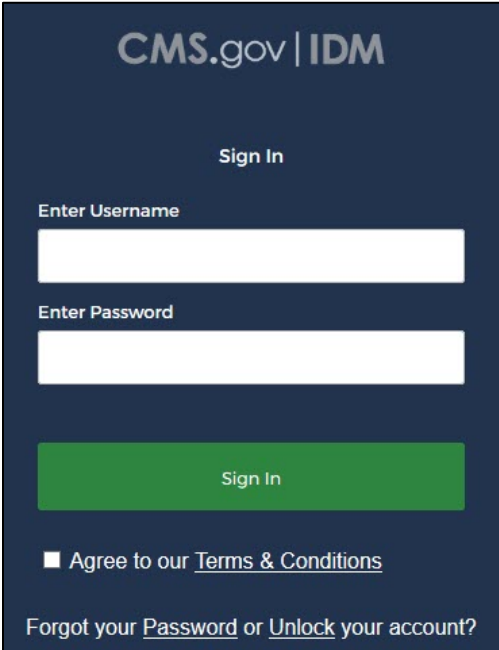


Once your request has been reviewed, you will receive an email from donotreply.HARP@hcqis.com notifying you if the role is approved or rejected.  If you have not received an email response to your request within 2-3 business days, please contact the QTSO Helpdesk at iqies@cms.hhs.gov.

Once you receive the approval email it will take 1 business day to add the access for your account. After that time, you should be able to log into SAS Viya at https://analytics-viyaccsq.hcqis.org/SASLogon/login. **NOTE**: *If you get an error when attempting to log into SAS after 1 business day, please contact the QTSO Helpdesk at iqies@cms.hhs.gov.*

## Logging into SAS Viya

Navigate to https://analytics-viyaccsq.hcqis.org/SASLogon/login.
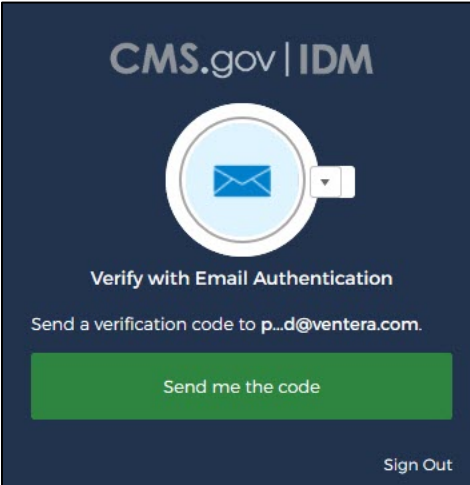
Enter User Name, Password and check the Agree to our Terms & Conditions box.



Enter security code. To change the authentication option, select the down arrow next to the circle icon.

Once login is complete, the SAS Viya desktop may be displayed. **NOTE**: *The initial display page may vary depending on each user's individual settings*.
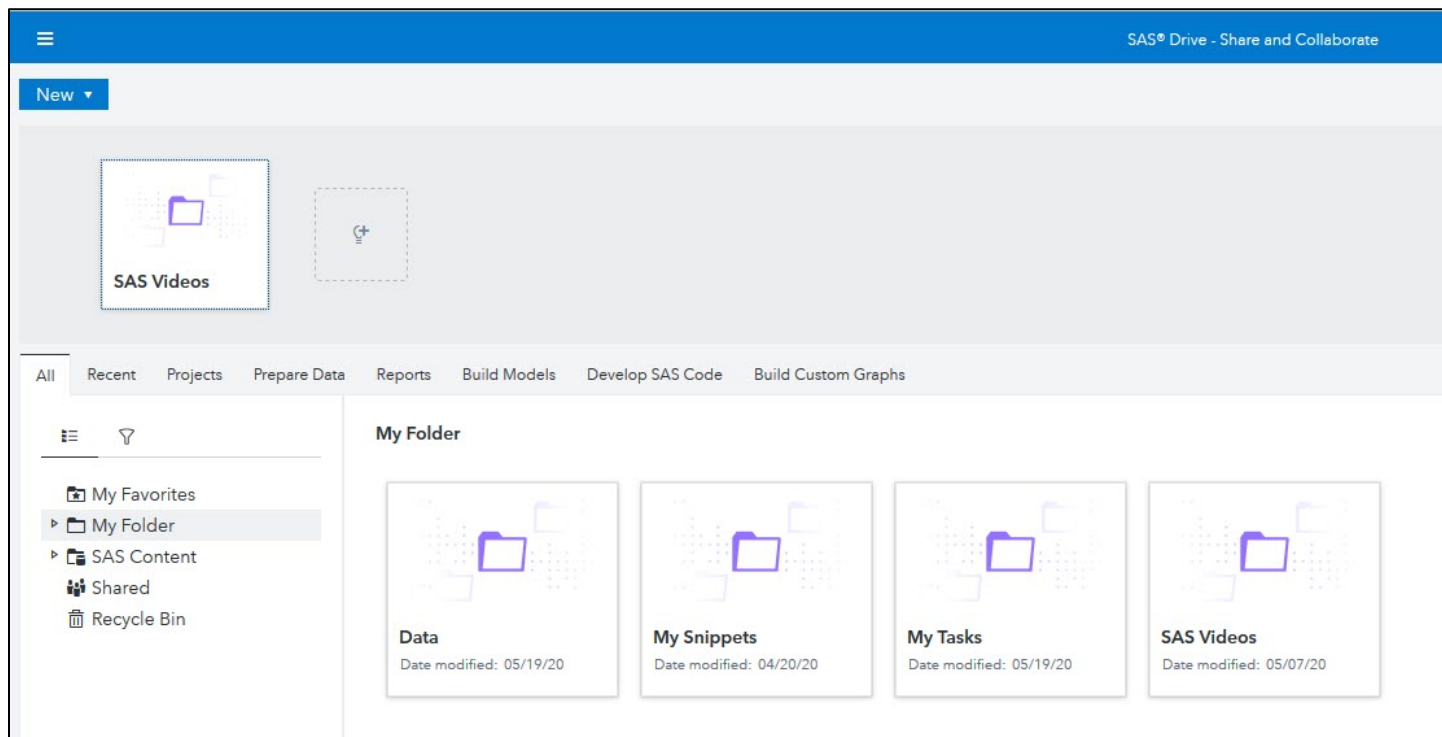
## Saving HHA Extract Tool Report to My Snippets

It is recommended that you save a copy of the HHA Extract Tool Report code to your snippets allowing you to save the desired parameters as well as save your output to your designated folder in SAS.

Click on the Menu (pictured as 3 horizontal bars) in the top left corner of the page.
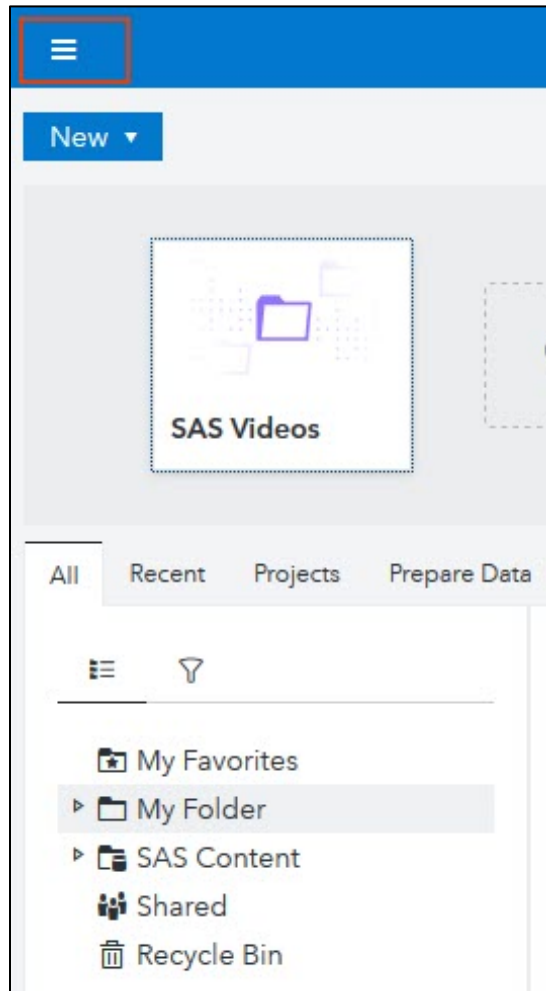
Under the Analytics Life Cycle heading, choose the Develop SAS Code option.
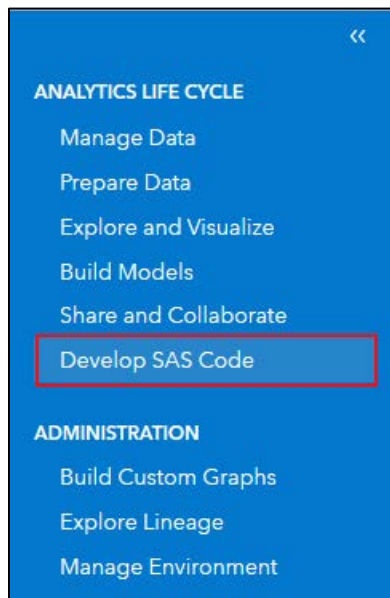


Under the Explorer menu on the left side of the page, expand the **SAS Content** folder.  In the **SAS Content** folder, expand the **Projects** folder.  Under the **Projects** folder, expand the **iQIES Support** folder.  Under the **iQIES Support** folder, expand the **EXTRACT_TEMPLATES** folder to display the available extract tool reports.
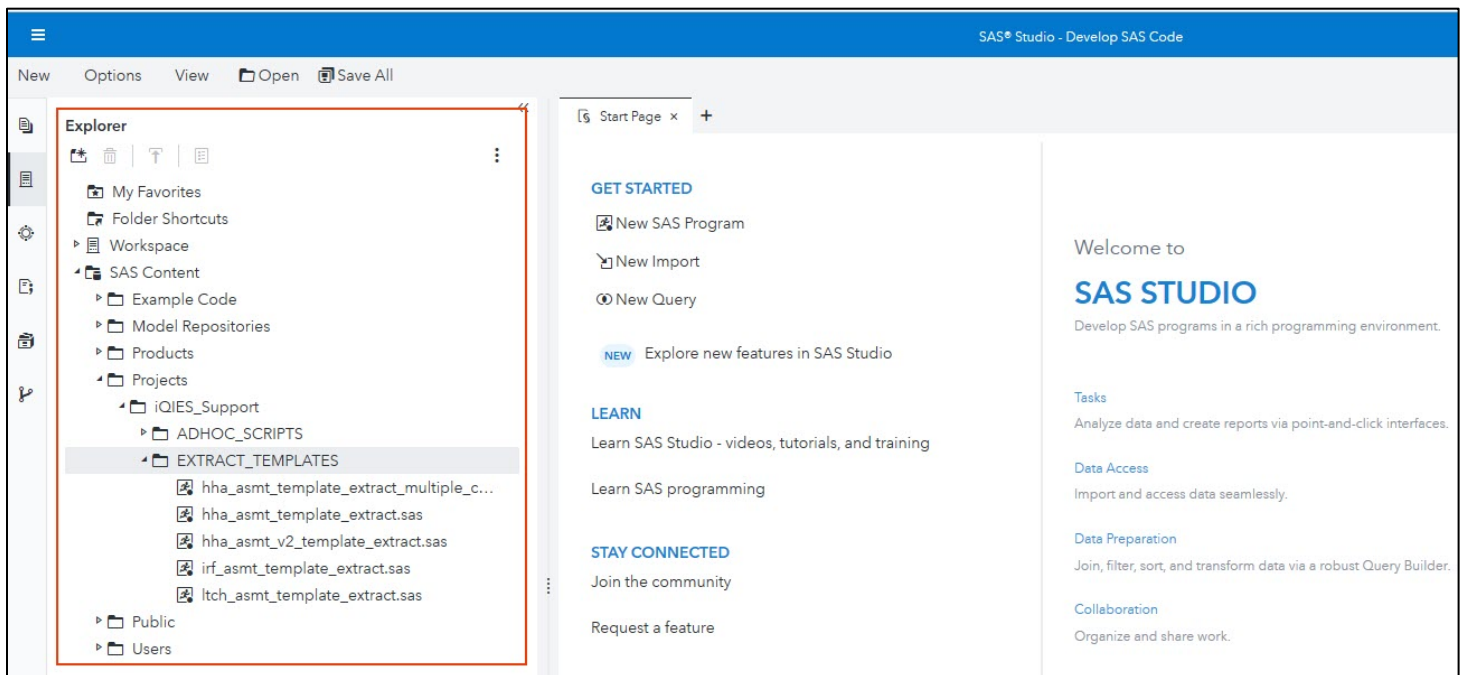
For the report code to produce a fixed width extract in OASIS Assessment Data specification order, double click on the hha_asmt_template_extract_multiple_conditions.sas report.  For the report code to produce a readable CSV file with a subset of the assessment information, double click on the hha_asmt_template_preview.sas report. The report query opens in the Code workspace.
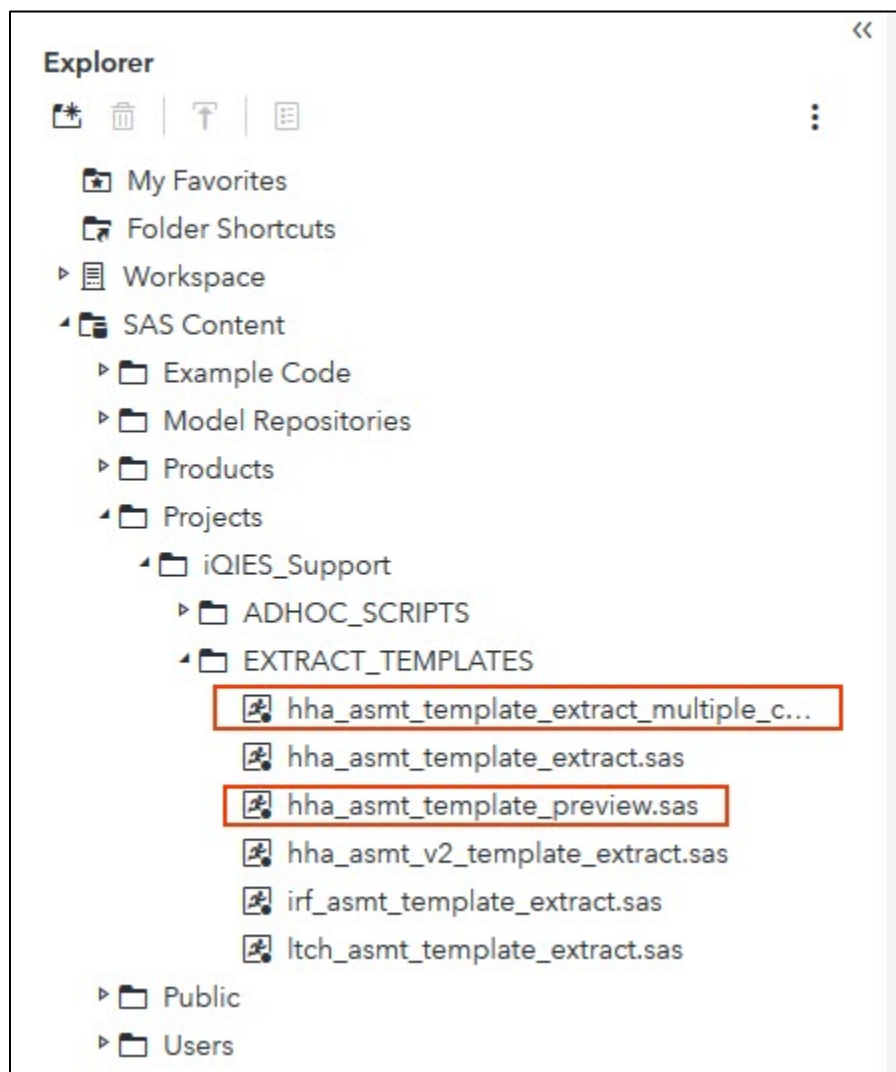


In the Code workspace, click the Save As option.
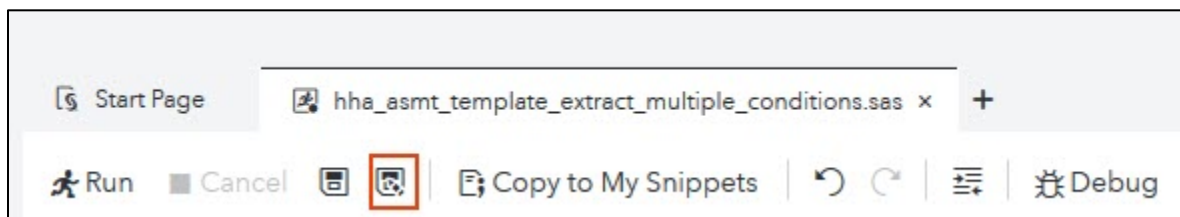
The Save As pop-up screen is displayed. Drill down in the folder menu to highlight your My Snippets folder: SAS Content->Users -> okta-username@okta-prod.qualnet.org -> My Folder -> My Snippets.
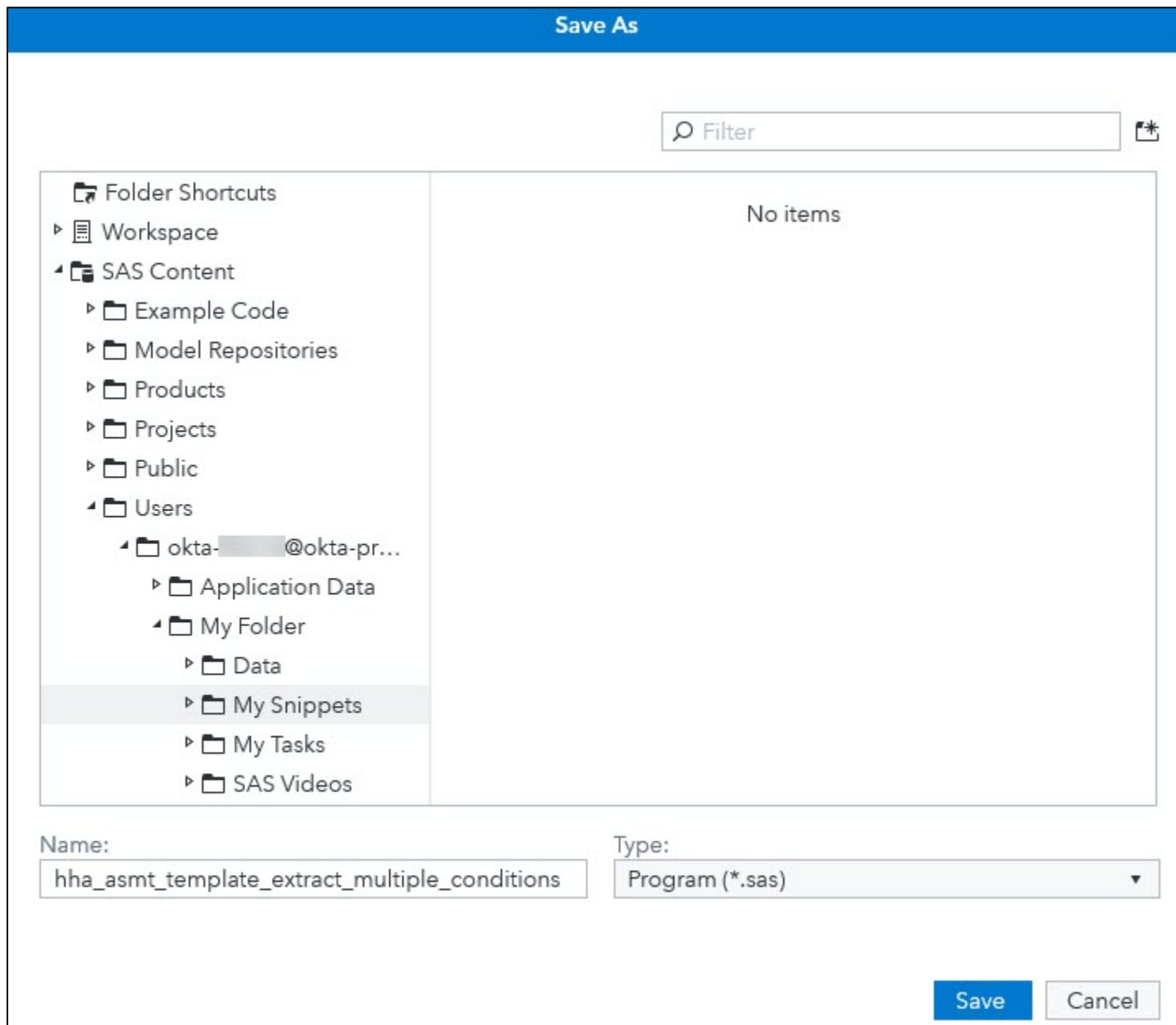


Update the name as desired. Click the Save button to save your copy of the report code.

**Note**: *Snippets are saved to the My Snippets folder under your User folder in the Explorer section. Drill down to the folder by opening the following folders:  SAS Content->Users -> okta-username@okta-prod.qualnet.org -> My Folder -> My Snippets.*

## Accessing Saved Extract Tool Code Snippet

From the SAS Viya desktop page displayed after logging in, click on the Menu (pictured as 3 horizontal bars) in the top left corner of the page.



Under the Analytics Life Cycle heading, choose the **Develop SAS Code** option.
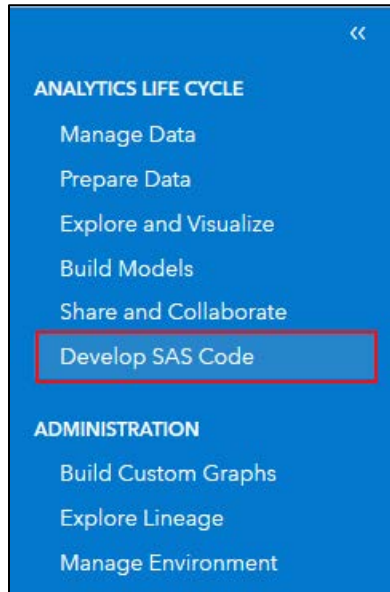


SAS Studio desktop will be displayed. Make sure that the Explorer menu is displayed by selecting the Explorer Icon (the 2nd icon in the list displayed in the left column.
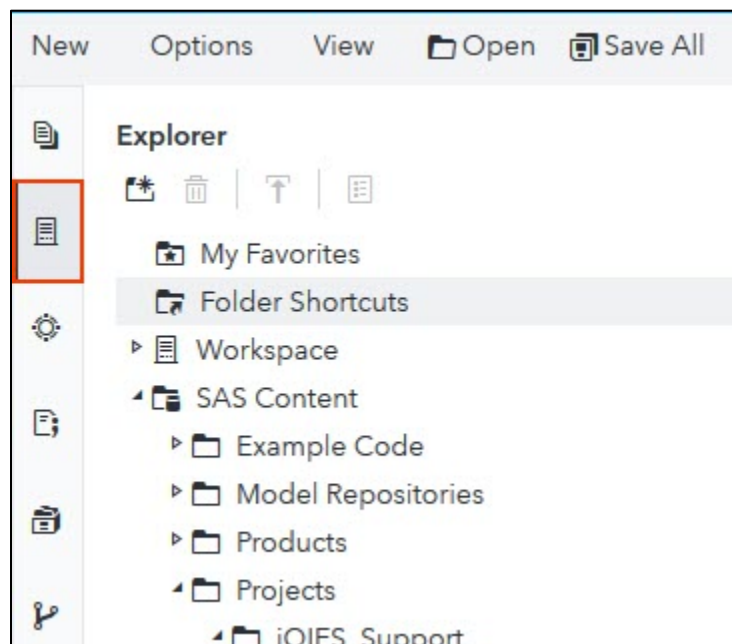
SAS Studio desktop will be displayed. In the Explorer section in the left side of the page, open the **SAS Content** Folder. Next, open the **Users** folder.  Next, open your folder (named okta-##LLLL@okta-prod@qualnet.org).  Open **My Folder**. Finally, open the **My Snippets** folder to display the SAS Code you have saved for running reports.
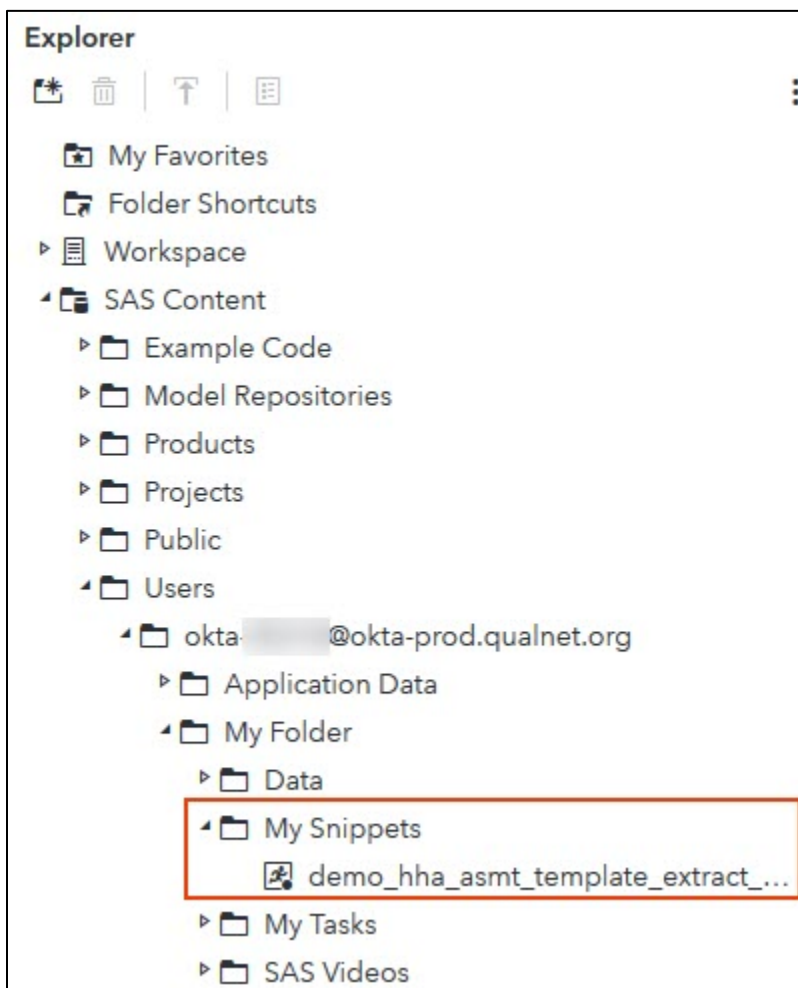


Double-click on the snippet you saved for the HHA Extract Tool Report to open the snippet in a new Code window.

# Updating Report Parameters HHA Extract Tool Reports

Each time you run the report you need to update the report parameters in the Code window to return the extract record.

```
  Run   ■ Cancel  圓 圆   ├┤ Copy to My Snippets    ↺  ↻   ≣⌐  ╬ Debug

   Code

16  /********************************************************************
17                   USER INPUT PARAMETERS DESCRIPTION
18
19  Parameters to Change When Saving A Copy in My Snippets
20  i_mylib =       User Defined libname (8 characters or less. Ex. aa0000) --Set to HCQIS ID
21  i_casout =      CASLIB where you want the table created (Note: Irrelevant as it is in-memory)
22  i_folderpath =  Folder location where output file be created
23                  Ex. '/Users/okta-aa0000@okta-prod.qualnet.org/My Folder/Output';
24                  NOTE: In Explorer window, right click on folder created above, select "Properties" to get folderpath
25
26  Parameters to Update Before Each Run:
27  i_dbms_where =  Create custom where conditions. Use Option1, Option2, Option3, Option4 queries below
28
29  i_output_file_name = Name of your output file (Note: Must end .txt and be in single quotes)
30                  Ex. 'hha_test_file.txt'
31
32  ********************************************************************/
33  *              USER INPUT PARAMETERS                                    ;
34
35  %let i_mylib = aa0000;
36  %let i_casout = iQIES_HHA_SCHEMA;
37  %let i_folderpath = '/Users/okta-aa0000@okta-prod.qualnet.org/My Folder';
38
39  %let i_dbms_where = m0100_rsn_for_asmt_cd in ('01','03','04','05')
40  and to_date(m0090_asmt_cmplt_dt, 'YYYYMMDD') between to_date('20170901', 'YYYYMMDD') and to_date('20170930', 'YYYYMMDD')
41  and state_cd = 'IL'
42  and (c_ssnri_trnsltn_mbi_txt ='1234'
43  or m0064_ssn_num = '1234'
44  or c_ssnri_trnsltn_hicn_txt = '1234')
45  and (m0063_mdcr_num in ('ABCDECFG') or m0064_ssn_num = '111111111');
46
47  %let i_output_file_name = 'hha_fixed_extract.txt';
48
49
50  /********************************************************************
51                   i_DBMS_WHERE QUERY OPTIONS
52  ********************************************************************/
53  **OPTION 1 - Search by Medicare Number and/or SSN
54  %let i_dbms_where = m0100_rsn_for_asmt_cd in ('01','03','04','05')
55  and to_date(m0090_asmt_cmplt_dt, 'YYYYMMDD') between to_date('20170901', 'YYYYMMDD') and to_date('20170930', 'YYYYMMDD')
56  and state_cd = 'ENTER VALUE  HERE'
```

## User Input Parameters

Parameters to Change When Saving A Copy in My Snippets:

**i_mylib** - User Defined libname **NOTE**: *Must be 8 characters or less.*

**i_casout** – The customized name of the output result set. **NOTE**: *For the hha_asmt_template_extract_multiple_conditions.sas report, you do not need to change this parameter. For the hha_asmt_template_preview.sas report, you will want to set this parameter. You can use the same value used for the i_mylib value.*

**i_folderpath** - Folder location where output file be saved.

Parameters to Update Before Each Run:

**i_dbms_where**  - Create custom where conditions. See Query Options for Extract Tool Reports section for more information.

**i_output_file_name** - Name of your output file. The file name must end .txt and be in single quotes.  Example: 'hha_test_file.txt'. **NOTE**: *If you do not change the file name each time you run the job, the system will save over a previously created file with the same name.*

## Saving Library, CASOUT and FOLDERPATH User Input Parameters

It is recommended that you update and save the **i_mylib** and **i_folderpath** parameters for both versions of the HHA Extract Tool reports before you run the first job. It is also recommended that you update the **i_casout** parameter for the hha_asmt_template_preview.sas report before running it the first time.

To set your libname, update the value between the '=' sign and the semi-colon (;) for **i_mylib.** The defined library name **must be 8 characters or less**. It is recommended that you use your HCQIS ID. To find your HCQIS ID, use the Explorer pane to drill down to your user folder name (SAS Content->Users -> okta-username@okta-prod.qualnet.org).  Your HQCIS ID will be the characters after 'okta-' and before the @ in the folder name.

To set your folderpath, update the value between the '=' sign and the semi-colon (;) for **i_folderpath**.  It is recommended that you set the folderpath to your My Folder or a folder within My Folder. Example '/Users/okta-aa0000@okta-prod.qualnet.org/My Folder/Output'.
**NOTE**: In Explorer window, right click on folder created above, select Properties to get folderpath.

For the hha_asmt_template_preview.sas , the **i_casout** is  referenced in downstream code. To set the **i_casout** value, update the value between the '=' sign and the semi-colon (;). There are no restrictions on the **i_casout** value.

To save changes to your code snippet, click on the disk icon.
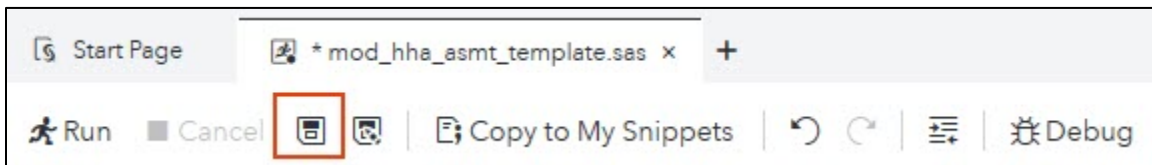


## Definition of Key Search Fields for Query Options

**m0100_rsn_for_asmt_cd** – Reason for assessment. For the HHA Extract Tool reports, this should always be set to return assessments with 01, 03, 04, or 05 codes

**m0090_asmt_cmplt_dt** – Date the assessment was completed. Search should include a date range as the date on the claim may be different.  All dates should be entered in YYYYMMDD format.

**state_cd** – Two-character state abbreviation for the state where the assessment was submitted.

**m0063_mdcr_num** – Medicare Number.  **NOTE**: *For assessments completed prior to 4/1/2018, this value will be the HICN; for assessments submitted after 1/1/2020, this value will be the MBI; for assessments submitted between 4/1/2018 and 1/1/2020, this field could contain either the MBI or the HICN.*

**m0064_ssn_num** – Social Security Number submitted on the assessment

**c_ssnri_trnsltn_mbi_txt** – Patient MBI from the SSNRI translator (on assessments completed after 4/1/2018)

**c_ssnri_trnsltn_hicn_txt** – Patient HICN from the SSNRI translator (on assessments completed after 4/1/2018)

**m0040_last_name** – Patient's last name

**m0040_first_name** – Patient's first name

**m0066_birth_dt** – Patient's date of birth in YYYYMMDD format

**m0069_gndr_cd** – Patient's gender code. For male, enter 1. For female, enter 2.

**hha_asmt_id** – 15-character HHA Assessment ID with leading zeros. Example: '000071258945611'

## Query Options for Extract Tool Reports

### OPTION 1 – Search by Medicare Number and/or SSN.

**NOTE**: _Use to search for assessments submitted before 4/1/2018 or after 12/27/2019_

Copy and paste the following condition in the **%let i_dbms_where** section in User Input Parameters:
%let i_dbms_where = m0100_rsn_for_asmt_cd in ('01','03','04','05')
and to_date(m0090_asmt_cmplt_dt, 'YYYYMMDD') between to_date('ENTER VALUE HERE', 'YYYYMMDD') and
to_date('ENTER VALUE HERE', 'YYYYMMDD')
and state_cd = 'ENTER VALUE HERE'
and (m0063_mdcr_num in ('ENTER VALUE HERE') or m0064_ssn_num = 'ENTER VALUE HERE');


*To use this option:
1. Replace the 'ENTER VALUE HERE' for m0090_asmt_cmplt_dt with the beginning and end dates you wish to search. Be sure to enter the date in YYYYMMDD format and keep the single quote around the date. _Example: and to_date(m0090_asmt_cmplt_dt, 'YYYYMMDD') between to_date('**20170901**', 'YYYYMMDD') and to_date('**20170930**', 'YYYYMMDD')_
2. Enter the two-character state abbreviation in the single quotes for the state_cd condition. _Example: and state_cd = 'CA'._ To include multiple states, change the = to IN and parentheses around the values. _Example: state_cd IN ('CA','AZ')._
3. Enter the HICN and/or MBI in the condition for m0063_mdcr_num. If you are searching for both the HICN and the MBI in this field, put single quotes around each value and a comma between the values. Example: m0063_mdcr_num in ('123456789A','Z123Y45X67')
4. Enter the SSN in the condition for m0064_ssn_num. Example: m0064_ssn_num = '123456789')
**NOTE**:  _To remove the SSN condition, change the last line of the query to:_
_and m0063_mdcr_num in ('ENTER VALUE HERE');_
5. Be sure that the last condition ends with ';'.

### OPTION 2 –Search by MBI, HICN, and/or SSN.

**NOTE**: _Use to search for assessments submitted between 4/1/2018 and 12/27/2019_

Copy and paste the following condition in the **%let i_dbms_where** section in User Input Parameters:
%let i_dbms_where = m0100_rsn_for_asmt_cd in ('01','03','04','05')
and to_date(m0090_asmt_cmplt_dt, 'YYYYMMDD') between to_date('ENTER VALUE HERE', 'YYYYMMDD') and
to_date('ENTER VALUE HERE', 'YYYYMMDD')
and state_cd = 'ENTER VALUE HERE'
and (c_ssnri_trnsltn_mbi_txt ='ENTER VALUE HERE'
or m0064_ssn_num = 'ENTER VALUE HERE'
or c_ssnri_trnsltn_hicn_txt = 'ENTER VALUE HERE');

**NOTE**: _Use to search for assessments submitted between 4/1/2018 and 12/27/2019_

*To use this option:
1. Replace the 'ENTER VALUE HERE' for m0090_asmt_cmplt_dt with the beginning and end dates you wish to search. Be sure to enter the date in YYYYMMDD format and keep the single quote around the date. _Example: and to_date(m0090_asmt_cmplt_dt, 'YYYYMMDD') between to_date('**20170901**', 'YYYYMMDD') and to_date('**20170930**', 'YYYYMMDD')_
2. Enter the two-character state abbreviation in the single quotes for the state_cd condition. _Example: and state_cd = 'CA'._ To search multiple states, change the = to IN and parentheses around the values. _Example: state_cd IN ('CA','AZ')._

3. Enter the MBI in the c_ssnri_trnsltn_mbi_txt ='ENTER VALUE HERE' condition

4. Enter the SSN in the m0064_ssn_num = 'ENTER VALUE HERE' condition. Example: m0064_ssn_num = '123456789')

5. Enter the HICN in the c_ssnri_trnsltn_hicn_txt = 'ENTER VALUE HERE')

6. Be sure that the last condition ends with ';'

Possible Modifications

*Search by MBI and HICN, but not SSN:

Copy and paste the following condition in the %let i_dbms_where section in User Input Parameters:

%let i_dbms_where = m0100_rsn_for_asmt_cd in ('01','03','04','05')

and to_date(m0090_asmt_cmplt_dt, 'YYYYMMDD') between to_date('ENTER VALUE HERE', 'YYYYMMDD') and to_date('ENTER VALUE HERE', 'YYYYMMDD')

and state_cd = 'ENTER VALUE HERE'

and (c_ssnri_trnsltn_mbi_txt ='ENTER VALUE HERE'

or c_ssnri_trnsltn_hicn_txt = 'ENTER VALUE HERE');

*Search by MBI only:

Copy and paste the following condition in the **%let i_dbms_where** section in User Input Parameters:

%let i_dbms_where = m0100_rsn_for_asmt_cd in ('01','03','04','05')

and to_date(m0090_asmt_cmplt_dt, 'YYYYMMDD') between to_date('ENTER VALUE HERE', 'YYYYMMDD') and to_date('ENTER VALUE HERE', 'YYYYMMDD')

and state_cd = 'ENTER VALUE HERE'

and c_ssnri_trnsltn_mbi_txt ='ENTER VALUE HERE';

*Search by HICN only:

Copy and paste the following condition in the **%let i_dbms_where** section in User Input Parameters:

%let i_dbms_where = m0100_rsn_for_asmt_cd in ('01','03','04','05')

and to_date(m0090_asmt_cmplt_dt, 'YYYYMMDD') between to_date('ENTER VALUE HERE', 'YYYYMMDD') and to_date('ENTER VALUE HERE', 'YYYYMMDD')

and state_cd = 'ENTER VALUE HERE'

and c_ssnri_trnsltn_hicn_txt ='ENTER VALUE HERE';

## OPTION 3 – Search by Last Name, Date of Birth, and Gender Code

Copy and paste the following condition in the **%let i_dbms_where** section in User Input Parameters:

%let i_dbms_where = m0100_rsn_for_asmt_cd in ('01','03','04','05')

and to_date(m0090_asmt_cmplt_dt, 'YYYYMMDD') between to_date('ENTER VALUE HERE', 'YYYYMMDD') and to_date('ENTER VALUE HERE', 'YYYYMMDD')

and state_cd = 'ENTER VALUE HERE'

and m0040_last_name = 'ENTER VALUE HERE'

and to_date(m0066_birth_dt, 'YYYYMMDD') = 'ENTER VALUE HERE IN YYYMMDD FORMAT'

and m0069_gndr_cd = 'ENTER VALUE HERE';

*To use this option:

1. Replace the 'ENTER VALUE HERE' for m0090_asmt_cmplt_dt with the beginning and end dates you wish to search. Be sure to enter the date in YYYYMMDD format and keep the single quote around the date. *Example: and to_date(m0090_asmt_cmplt_dt, 'YYYYMMDD') between to_date('**20170901**', 'YYYYMMDD') and to_date('**20170930**', 'YYYYMMDD')*

2. Enter the two-character state abbreviation in the single quotes for the state_cd condition. *Example: and state_cd = 'CA'. To search multiple states, change the = to IN and parentheses around the values. Example: state_cd IN ('CA','AZ').*

3. Enter the last name of the beneficiary in the single quotes in the m0040_last_name = 'ENTER VALUE HERE' condition.

4. Enter the beneficiary's date of birth in the single quotes in the to_date(m0066_birth_dt, 'YYYYMMDD') = 'ENTER VALUE HERE IN YYYMMDD FORMAT' condition. The date must be in YYYYMMDD format. Example: for 12/31/1900 use to_date(m0066_birth_dt, 'YYYYMMDD') = '19001231'

5. Enter the beneficiary's gender in the single quotes in the m0069_gndr_cd = 'ENTER VALUE HERE' condition.  Use '1' for male or '2' for female.

6. Be sure that the last condition ends with ';'

Possible Modification

*Search by Last Name, Date of Birth, Gender Code, and First Name:

Copy and paste the following condition in the **%let i_dbms_where** section in User Input Parameters:
%let i_dbms_where = m0100_rsn_for_asmt_cd in ('01','03','04','05')
and to_date(m0090_asmt_cmplt_dt, 'YYYYMMDD') between to_date('ENTER VALUE HERE', 'YYYYMMDD') and to_date('ENTER VALUE HERE', 'YYYYMMDD')
and state_cd = 'ENTER VALUE HERE'
and m0040_last_name = 'ENTER VALUE HERE'
and m0040_first_name = 'ENTER VALUE HERE'
and to_date(m0066_birth_dt, 'YYYYMMDD') = 'ENTER VALUE HERE IN YYYMMDD FORMAT'
and m0069_gndr_cd = 'ENTER VALUE HERE';

## OPTION 4 – Search by Assessment ID

Copy and paste the following condition in the **%let i_dbms_where** section in User Input Parameters:
%let i_dbms_where = m0100_rsn_for_asmt_cd in ('01','03','04','05')
and hha_asmt_id = 'ENTER VALUE WITH LEADING ZEROS HERE'
and state_cd = 'ENTER VALUE HERE'.

*To use this option:
1. Enter the Assessment ID with leading zeros in the single quotes in the hha_asmt_id = 'ENTER VALUE HERE' condition
**NOTE**: *Assessment ID should be 15 digits long with leading zeros.  Ex. '000070092517113'*

2. Enter the two-character state abbreviation in the single quotes for the state_cd condition. *Example: and state_cd = 'CA'*.  To search multiple states, change the = to IN and parentheses around the values.  *Example: state_cd IN ('CA','AZ')*.

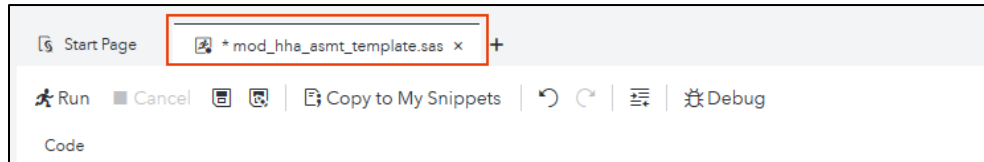## Running HHA Extract Tool Report

Once the report parameters have been entered, click the Run button at the top of the page.
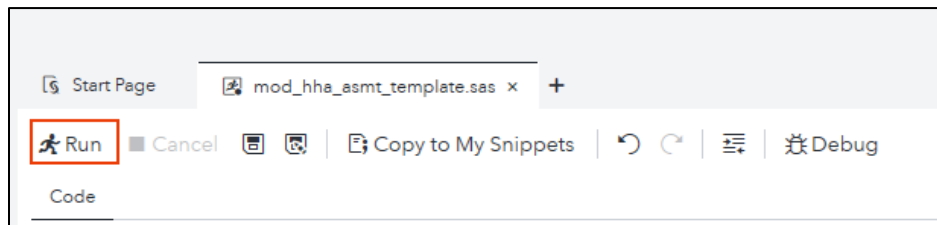
SAS indicates that a job is running by displaying a blue rotating circle in the tab for the report code you are running. The Run button is also greyed out.
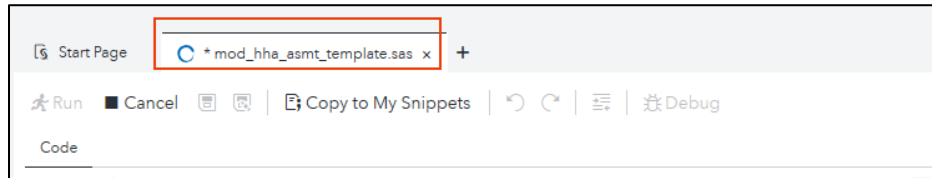


When the job is complete, the system will display an asterisk in the tab for the report code you just ran.

## Saving Multiple Versions of HHA Extract Tool Report Code

If you don't want to copy and paste the query options each time you run the job, you can use the Save As option to create multiple versions of the HHA Extract Tool Report for each query option or modification you use.

Update the **%let i_dbms_where** section is set with the parameters you to save. To save the changes to a new copy of the code, click on the writing disk icon.
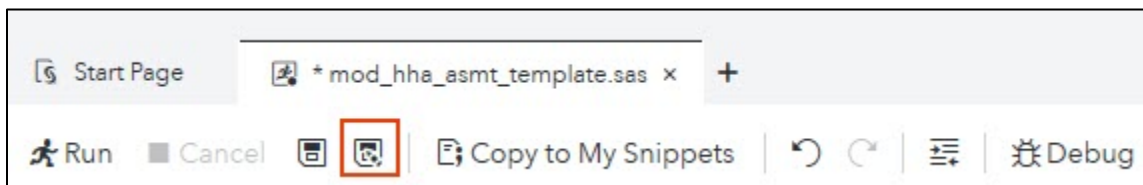


## Downloading and Deleting Extract Files

When the job is complete, you can download the output by opening the folder you designated in the **i_folderpath**. Ex. /Users/okta-aa0000@oktaprod.qualnet.org/My Folder/data

Right click on the file you created using **i_output_file_name**. Ex. 'name_hha_extract_file.txt'.  Select the Download file option.  Once you have downloaded the file, you can delete the file by right clicking on the file and selecting the Delete option.