September 8, 2020

DISTRIBUTED DATA COLLECTION (DDC) FOR RISK ADJUSTMENT (RA) INCLUDING HIGH COST RISK POOL (HCRP):

EDGE SERVER TRUNCATION OVERVIEW

EDGE Server Webinar Series X

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- External Data Gathering Environment (EDGE) Server Truncation Overview
- Question and Answer (Q&A)
- Resources
- Closing Remarks





EDGE Server Truncation Overview





EDGE Server Truncation: Overview

- Truncation is a data purging process issuers can perform to delete stored enrollee, medical claim, pharmacy claim, and supplemental data from the EDGE server.
- Execution of truncation commands will result in a complete purge of data across all issuer tables, except the EDGE Server Common Schema Data tables.
- Issuers who have established an EDGE server for submitting Benefit Year (BY) 2020 data may submit a request for EDGE server truncation.
- Issuers may either request a complete truncation or truncation by one or more of the following file types:
 - Enrollment
 - Medical claims (including supplemental records)
 - Pharmacy claims





EDGE Server Truncation: Overview (continued)

- Truncations should be limited to instances where a significant error, or systemic issue, occurred that cannot be resolved with standard processes, such as Void and Replace.
 - The Void and Replace process for pharmacy claims is outlined in section six and section seven for medical claims of the EDGE Server Business Rules (ESBR).
- Issuers are permitted to truncate in the production, test, and validation zones.
 - Production: Issuers must request a new script each time. The Centers for Medicare & Medicaid Services (CMS) must approve each request and issue a new script.
 - Test: Issuers must request the initial script for each benefit year. CMS must approve the request and the issuer can re-use the script throughout the benefit year.
 - Validation: Issuers must request the initial script for each benefit year. CMS must approve the request and the issuer can re-use the script throughout the benefit year.





EDGE Server Truncation: Process Overview

- CMS reviews and responds to truncation requests within two business days.
- Truncation requests may be denied if the request is missing required items or a sufficient explanation is not provided.
- Issuers will receive an email from <u>RARIPaymentOperations@cms.hhs.gov</u> if additional information is required.
- Once a truncation request is approved, the requestor will receive the command that can be executed from <u>RARIPaymentOperations@cms.hhs.gov</u>.





EDGE Server Truncation Submission Process





EDGE Server Truncation: Submission Process





EDGE Server Truncation: Accessing EDGE Activities Tab

• Log into the Financial Management (FM) Community and select the *EDGE Activities* tab to navigate to the EDGE Server Truncation Web Form.

∩	MAINT	ENANCE	INQUIRIES	BASELINE	QUANTITY & QUALITY	EDGE STATUS	EDGE ACTIVITIES	DISCREPANCY & RECONSIDERATION	LIBRARY
		EDGE	Activit	ies					
		Pre-Ar	chive						
		The web for	m for the pre-a	archive process	is available for you to comp	lete and submit fro	m July 6, 2020 through	July 17, 2020.	
		Select the P	re-Archive but	ton to proceed	to the Pre-Archive Confirm	ation Web Form.			
						Pre-Archive			
		Archiv	е						
		The web for	m for the archi	ve process is av	vailable for you to complete	and to submit from	August 3, 2020 throug	zh August 14, 2020.	
		Select the A	rchive button	to proceed to th	ne Archive Confirmation We	eb Form.			
						Archive			
		EDGE	Server Tr	runcatior	n Request				
		Select the T request an e each benefi	runcation Requ extension of a p t year. Once CN	uest button to a previously appro 4S approves the	access the EDGE Server Tru oved truncation request. Iss e request, the Test and Valid	ncation Request Fo uers must submit a ation commands w	rm in order to request new Truncation Reque ill be valid for the rema	a new EDGE Server truncation or to est for the Test and Validation zones for inder of the benefit period.	
		Select the T	runcation Hist	ory button to v	iew the history of truncation	n requests associate	ed with your company f	for the current benefit year.	
					Truncation Requ	est Trunca	ation History		



EDGE Server Truncation: View Truncation Request History

• Select the **Truncation History** button on the *EDGE Activities* tab to navigate to the *Truncation Request History* page.





The *EDGE Activities* tab will only display the Truncation History button if your company has submitted a truncation request for the current benefit year.





EDGE Server Truncation: View Truncation Request History (continued)

• In the Truncation Request History table, select the **View** link in the Action column to see all details related to the truncation request. The system navigates to the *View EDGE Server Truncation Details* page.

Truncation Request History

The table below lists the EDGE Server truncation requests previously submitted on behalf of your organization.

Select the View link in the Action column to see all details related to the truncation request.

Company Name: ABC Company

Benefit Year: 2020

Action	Truncation Request ID ♥	Request Type	Truncation Zone	HIOS IDs	File Type 🛛 🌲	Truncation Request - Date	CMS Approved Start Date	CMS Approved End Date	Status 🖨
<u>View</u>	AEZAW5	New	Production	11011	Complete Truncation	08/21/20			Under Review
<u>View</u>	4ILNXU	New	Production	11011, 11012	Complete Truncation	08/19/20	08/20/20	08/27/20	Accepted
<u>View</u>	I2NE1Z	New	Production	11011, 11012	Medical Claims (includes Supplemental Records)	08/18/20	08/20/20	08/27/20	Accepted
<u>View</u>	LIRIQS	New	Production	11011, 11012	Pharmacy Claims	08/18/20	08/20/20	08/27/20	Accepted

Form Navigation

Instructions: To close the form, select the Exit button.





EDGE Server Truncation: View Truncation Request History (continued)

- Review the truncation request details.
- Select the **Back** button to return to the *Truncation Request* History page.







EDGE Server Truncation: View Truncation Request History (continued)

• On the *Truncation Request History* page, select the **Exit** button to return to the *EDGE Activities* tab.

Truncation Request History

The table below lists the EDGE Server truncation requests previously submitted on behalf of your organization.

Select the View link in the Action column to see all details related to the truncation request.

Company Name: ABC Company

Benefit Year: 2020

Action	Truncation Request ID	Request Type	Truncation Zone ♦	HIOS IDs	File Type 🛛 🍦	Truncation Request - Date	CMS Approved Start Date	CMS Approved End Date	Status 🔶
<u>View</u>	AEZAW5	New	Production	11011	Complete Truncation	08/21/20			Under Review
<u>View</u>	4ILNXU	New	Production	11011, 11012	Complete Truncation	08/19/20	08/20/20	08/27/20	Accepted
<u>View</u>	I2NE1Z	New	Production	11011, 11012	Medical Claims (includes Supplemental Records)	08/18/20	08/20/20	08/27/20	Accepted
View	LIRIQS	New	Production	11011, 11012	Pharmacy Claims	08/18/20	08/20/20	08/27/20	Accepted

Form Navigation

Instructions: To close the form, select the Exit button.







EDGE Server Truncation: Access Truncation Request Web Form

 To access the EDGE Server Truncation Web Form, select the Truncation Request button. The system navigates to the Welcome page.

EDGE Server Truncation Request

Select the **Truncation Request** button to access the EDGE Server Truncation Request Form in order to request a new EDGE Server truncation or to request an extension of a previously approved truncation request. Issuers must submit a new Truncation Request for the Test and Validation zones for each benefit year. Once CMS approves the request, the Test and Validation commands will be valid for the remainder of the benefit period.

Select the Truncation History button to view the history of truncation requests associated with your company for the current benefit year.







EDGE Server Truncation: Welcome Page

- Review the instructions for submitting an EDGE server truncation request, paying close attention to the validation and test zones.
- Select the **Continue** button to navigate to the Contact Information page.







Registration for Technical Assistance

EDGE Server Truncation: Contact Information Page

• Enter contact information.



If the contact information entered in this form matches the FM Community contact, the contact information entered on this form will not automatically update the contact information existing within the FM Community.

Contact Information

Instructions

Enter the Truncation Request Contact Information.

Note: If the contact information entered in this form matches the FM Community contact, the contact information entered on this form will not automatically update the contact information existing within the FM Community.

The red asterisk (*) indicates required fields.

Truncation Request Contact Information

First Name*	Last Name*
Reggie	NoName
Email Address*	Job Title*
Reggie.NoName@email.com	CEO
Phone Number*	Phone Extension
(123) 456-7890	

Continue

Form Navigation

Instructions: To return to the previous page, select the Back button. Select the Continue button to advance to the next page of the form.

Back





EDGE Server Truncation: Request Type Page

- Select New or Extension to indicate the EDGE Server Truncation type.
- Select the zone to be truncated.



The Test and Validation zone options will be disabled if you choose an extension request, as extensions are not applicable for the Test or Validation zone.



Guidance

EDGE Server Truncation Request Type

Instructions

Select New to request a new EDGE Server truncation request. Select Extension to request additional time for a previously approved Production Zone truncation request not executed within the approved time period.

Note: Once approved by CMS for the current data submission benefit year, Test and Validation Zone truncation scripts can be re-used throughout the benefit year therefore do not require extensions.

If you have previously submitted a truncation request for the Test or Validation Zone and the provided script is not working, submit a New request.

The red asterisk (*) indicates required fields.

EDGE Server truncation request type:

- O New O Extension
- Extension

Select the EDGE Server truncation zone 🚺 :*

- O Production
- O Validation O Test

Form Navigation

Instructions: To return to the previous page, select the Back button. To close the form, select the Exit button. All information entered up to this point will be lost. Select the Continue button to advance to the next page of the form.

Continue





Back

EDGE Server Truncation: New Request Page

- Select the truncation method: complete truncation (truncation of all file types) or truncation by file type.
- If you select the truncation by file type option:
 - You must select the file type(s) for the EDGE server truncation.
 - You may select no more than two of the following file types: Enrollment, Medical Claims (includes supplemental records), or Pharmacy Claims.
 - If you are approved to truncate by a specific file type and later wish to truncate by another file type, you must submit a new request.



If the truncation request is by multiple file types, it is possible for CMS to accept the truncation request for one file type but not for the other file type. You will receive a separate email response from CMS for each file type you request.







Guidance

New EDGE Server Production Zone Truncation Request

The red asterisk (*) indicates required fields.

Company Name: ABC Company

EDGE Server Truncation Zone: Production

Instructions

Select the appropriate truncation method to either request a complete truncation (truncation of all file types) or truncation by file type (e.g. enrollment claims, medical claims and supplemental records, or pharmacy claims). If you intend to truncate all file types, select complete truncation. If you select truncation by file type, you must also select the file types for the EDGE Server truncation request.





- Select the appropriate EDGE Server Truncation category.
 - Functionality exists, prefer to resubmit
 - Functionality does not exist, must resubmit
 - Issuer/TPA implementing new logic
 - Other
- Enter the reason for EDGE server truncation.
- Enter the date you plan to do the truncation.
- Enter the date you plan to re-load your data.





nstructions	and the suite frank for					
elect the appropriate EDGE Ser	er truncation request category from	the options listed.				
EDGE Server truncation request	ategory:*					
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O Functionality does not e	ist, must resubmit - Issuer/TPA has	not implemented the neo	essary logic to correc	t the records by		
O Issuer/TPA implementin O Other	nust clear the table for resubmission ; new logic - The Issuer/TPA has upd	ated programming logic	which requires a full r	eload of data.		
structions						
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- Select 'Yes' or 'No' from the dropdown menus in response to the following questions:
 - Are your new files ready for submission?
 - Have you run your data through the test zone?
 - If you select 'Yes', you will be prompted to enter the test results.
- Select the Health Insurance Oversight System (HIOS) ID(s) for which you are requesting truncation.
- Provide the associated Financial Management Coordination Center (FMCC) number, if available.
- Select the **Continue** button to navigate to the Summary page.





Are your new files ready for submission?*					
None					
Have you run your data through the test zone?	*				
None					
Have you performed a back-up of your data or	an external location/site?*				
None					
Instructions ielect HIOS ID(s) by using the arrows above to rrows above the Selected HIOS ID(s) list. You may filter the list of HIOS IDs by entering HIOS ID(s):*	he Available HIOS ID(s) list to move the HIOS ID or issuer legal busines	the applicable HIOS ID(s) to t s name in the Filter field.	ne Selected HIOS ID(s) lis	t. Remove selected HIOS	i ID(s) by using t
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Registration (a Technical Assistant



EDGE Server Truncation: New Test or Validation Zone Request Page

- Select truncation method, either complete truncation or by file type.
 - If necessary, select file type.
- Select the HIOS ID(s) for which you are requesting truncation.
- Provide the associated FMCC number, if available.
- Select the **Continue** button to navigate to the Summary page.





EDGE Server Truncation: New Test or Validation Zone Request Page (continued)



Guidance

New EDGE Server Validation Zone Truncation Request

Instructions

A new Test or Validation Zone Truncation request does not require a truncation date to be entered. Issuers must request the initial script for each benefit year. The truncation start day will default to the next full business day after the request is submitted. CMS must approve the request and the issuer can re-use the script.

The red asterisk (*) indicates required fields.

Company Name: ABC Company

EDGE Server truncation zone () : Validation

Truncation Start Date: 8/26/2020

Instructions

Select the appropriate truncation method to either request a complete truncation (truncation of all file types) or truncation by file type (e.g. enrollment claims, medical claims and supplemental records, or pharmacy claims). If you intend to truncate all file types, select complete truncation. If you select truncation by file type, you must also select the file types for the EDGE Server truncation request.

Note: Once approved by CMS for the current data submission benefit year, Validation Zone truncation scripts can be re-used throughout the benefit year therefore do not require resubmission.

EDGE Server Truncation Method: *

O Complete TruncationO Truncation by File Type





EDGE Server Truncation: Extension Request Page

- An extension request may only be made for a previously approved production zone truncation request that has not been executed and has not expired.
 - Truncation extension requests are not applicable to the test or validation zones. You may only request a truncation extension request for the production zone.
 - If your previously approved production zone truncation request expired, you must submit a new EDGE server truncation request.
 - If the original truncation request was by file type, then extensions will apply to the file type originally requested.





- To submit the EDGE server truncation extension request:
 - Enter the Truncation Request ID.
 - Enter the reason for the EDGE server truncation.
 - Enter the date you plan to do the truncation.
 - Enter the date you plan to re-load your data.
 - Select 'Yes' or 'No' from the dropdown menus in response to the following questions:
 - $\circ\,$ Are your new files ready for submission?
 - \circ Have you run your data through the test zone?
 - If you select '**Yes'**, you will be prompted to enter the test results.
 - Provide the associated FMCC number, if available.
 - Select the **Continue** button to navigate to the Summary page.







Guidance

EDGE Server Truncation Extension Request

Instructions

An EDGE Server truncation extension request may be made for a previously approved Production Zone truncation request that has not been executed and has not expired.

Note: If your previously approved Production Zone truncation request expired, you must submit a new EDGE Server truncation request by selecting the Back button and completing all required fields.

The red asterisk (*) indicates required fields.

Company Name: ABC Company

EDGE Server Truncation Zone: Production

Instructions

Enter the **Truncation Request ID** you received for your previously approved **Production Zone** truncation request and select the **Verify** button to populate information from the previous request in the form.

Truncation Request ID:*

Verit

EDGE Server Truncation Method:

EDGE Server Truncation File Type(s):

EDGE Server truncation category:

HIOS ID(s) for which you are requesting an extension for EDGE Server truncation:



10000

nstructions	
rovide a reason for the truncation extension request in the field provided. Enter the dates you plan to perform the truncation and yo	you plan to re-load your data in the appropriate fields.
Reason for EDGE Server truncation extension:*	
Limit 1,500 characters	
When do you plan to do the truncation?* 🖲	
When do you plan to re-load your data?"	
netructions	
elect Yes or No from the dropdown menus to in response to the questions below. If you have run your data through the test zone, en	iter the test results in the held below.
Are your new files ready for submission? *	
None	~
Have you run your data through the test zone?*	
None	~
Have you performed a back-up of your data on an external location/site?*	
None	Y
nstructions	
If you have an EMCC case number related to the EDGE Server, enter it here:	
Limit 100 characters: separate case numbers with a comma	



Continue

Back

EDGE Server Truncation: Summary Page

- Review the EDGE Server Truncation(s) Summary table:
 - Select the 'View', 'Edit', or 'Delete' links as needed.
- Review the Contact Information section.
 - Select the Edit Contact Information button to update the truncation request contact information.
 - If the submitter contact information is incorrect, you must exit the form, select the *Maintenance* tab, and select the **Modify User List** button to update the information.
- Select the **Submit** button to submit your request.





EDGE Server Truncation: Summary Page (continued)



Summary

Company Name: ABC Company

EDGE Server Truncation Request(s) Summary

Instructions:

- Select the View link to view the EDGE server truncation request details.
- Select the Edit link to update the EDGE server truncation request details.
- Select the Delete link to delete the EDGE server truncation request.

Action	Request Type	Truncation Zone	Truncation Method	Truncation File Type(s)	HIOS ID(s)	EDGE Server ID(s)	Planned Truncation date
<u>View</u> <u>Edit</u> <u>Delete</u>	New	Test	Complete Truncation	N/A	11012		8/26/2020





Guidance

EDGE Server Truncation: Summary Page (continued)

Lastelland		
kaitiyn	beverungen	
Email Address	Job Title	
kaitlyn.beverungen@gdit.com	consultant	
Phone Number	Phone Extension	
(898) 090-8900		
Email Address*	Job Title*	
Reggie.NoName@email.com	CEO	
Phone Number*	Phone Extension	
(123) 456-7890		



Registration for Technical Assistan

EDGE Server Truncation: Best Practices

- Truncation is not intended to be a form of data management.
- In order to make changes to claim data loaded to the EDGE server, issuers are encouraged to use the Void and Replace process as outlined in the ESBR.
- For further guidance on best practices, please refer to the December 15, 2015, webinar presentation located in the Registration for Technical Assistance Portal (REGTAP) Library and accessible via the following link: <u>https://www.regtap.info/reg_librarye.php?i=1265</u>.





EDGE Server Truncation: Important Takeaways

- Truncation commands for the test and validation zones do not expire and can be re-used within the benefit year. Issuers must obtain a new truncation command for every production zone truncation.
- Backups must be moved to a secure location off the server in order for the data to be retrievable and accessible in case of a catastrophic system failure.
- Keep baseline and data submission deadlines in mind throughout the year when submitting truncation requests.
 - Issuers must ensure they have adequate time to re-load their data to meet the required deadlines.
- Issuers should have processes in place, which conform to CMS guidance, to correct data submission errors and only submit truncation requests when absolutely necessary.





Questions?

- To submit or withdraw questions by phone:
 - Dial "star(*), pound (#)" on your phone's keypad to ask a question.
 - Dial "star(*), pound (#)" on your phone's keypad to withdraw your question.
- Please Note: If you are listening to today's session through your computer speakers and wish to ask a question, please take a moment to dial 1-866-408-4912 and enter your unique six-digit PIN.
 - Then dial "star(*), pound (#)" on your phone's keypad.





Upcoming Series X Webinar

Webinar	Scheduled Event Date
EDGE Server Business Rules (ESBR) Version 17.0 and EDGE Server Operations and Maintenance Manual (O&MM) Version 11.0 Updates	September 29, 2020











Resources

Resource	Link/Contact Information
Center for Consumer Information and Insurance Oversight (CCIIO)	http://cms.gov/cciio/
 Registration for Technical Assistance Portal (REGTAP) Registration Inquiry Tracking and Management System (ITMS) Resource Library Frequently Asked Questions (FAQs) 	https://www.REGTAP.info/





FAQ Database on REGTAP



The FAQ Database is available at <u>https://www.regtap.info/</u>.

 The FAQ Database allows users to search FAQs by FAQ ID, Keyword/Phrase, Program Area, Primary and Secondary categories, Benefit Year, and Publish Date.

FAQ Search
FAQ ID Enter single FAQ ID or multiple IDs (1-10 or 15,18,87)
Program Area Select AI ACA Financial Appeals Agent Broker Distributed Data Collection (DDC) for RA Including HCRP/EDGE Server Enhanced Direct Enrollment Enrollment and Eligibility Event Registration and Logistics HHS-Operated Risk Adjustment Data Validation (RADV) High Cost Risk Pool (HCRP)
Primary Category Secondary Category Benefit Year Select All Publish Date Start Date End Date Start
FAQs to Display: © Current FAQs Only © Retired FAQs Only © All FAQs (Current and Retired)
Search Clear Search



DDC/EDGE Server Resource Page

- The DDC/EDGE Server Resource Page provides central access to job aids, announcements, documentation, FAQs, deadlines, and other resources.
- To access the DDC/EDGE Server Resource Page, click on the Program Area Pages icon on 'My Dashboard' or access the page at <u>https://www.REGTAP.info/ddc.php</u>.







DDC/EDGE Server Resource Page (continued)



- For quick access to related documentation, users can find resources organized by Topics of Interest, such as 'Medical Submission' or 'Registration'.
- Users can also register for active EDGE Server training series, contact CMS, provide feedback, and more.







Closing Remarks





Closing Remarks

- Immediately following this session you will be directed to complete a survey.
 - Please take a moment to submit any ideas, suggestions, or feedback you may have regarding DDC EDGE Server Series X.



