

DISTRIBUTED DATA COLLECTION (DDC) FOR REINSURANCE (RI) AND RISK ADJUSTMENT (RA): EDGE Server Truncation Requests

September 12, 2017



**Health Insurance Marketplace Program
Training Series**

Agenda

- Purpose
- Session Guidelines
- Truncation Request Process Overview
- Truncation Request Web Form Overview
- Accessing the Web Form
- Completing the Web Form
- Open Question and Answer (Q&A)
- Resources
- Closing Remarks

Purpose

This External Data Gathering Environment (EDGE) server session will:

- Provide a general overview of the EDGE server truncation process.
- Describe how to complete the Truncation Request web form.

Session Guidelines

- This is a 90-minute webinar session.
- For questions regarding content, please submit inquiries to: RARIPaymentOperations@cms.hhs.gov
- For questions regarding logistics and registration, please contact the Registrar at: (800) 257-9520.

EDGE Server Truncation Highlights

- On September 18, 2017 CMS will be implementing a new process to submit EDGE server truncation requests.
 - An EDGE Server Truncation web form has been created for issuers to request an EDGE server truncation or an extension for a previously approved truncation request.
 - Note: Extensions are limited to pending open requests or truncations that have not yet been executed. The information required will be similar to new truncation requests.
- The web form will utilize technology and formatting that is currently in place for submission of EDGE status and EDGE baseline data.
- This new web form will also reduce the number of mailboxes issuers must utilize to request and receive assistance for the EDGE.

EDGE Server Truncation Highlights (continued)

- The EDGE Server Truncation web form will allow issuers and CMS to better track truncation requests.
- Issuers will still be required to submit requests for approval and all relevant information regarding the status of their data prior to receiving CMS approval to truncate data in the production zone of the EDGE server.
- Issuers are no longer permitted to submit their truncation requests through email.
 - Issuers will be redirected to the new truncation web form if an email request is submitted.

Truncation Request Process Overview

Truncation Request Overview

- Issuers who have established an EDGE server for the purposes of submitting data for Benefit Year 2017 may submit a request for EDGE server truncation.
- 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.

Truncation Request Overview (continued)

- Issuers should utilize the appropriate method to correct data submitted to the server, as outlined in the EDGE Server Business Rules (ESBR).
 - 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.
- Issuers are permitted to truncate in the production, test and validation zones.
 - All requests to truncate in production must be approved by CMS.
 - Issuers who currently have a truncation command script for the test and validation zones, may continue to use the same script without requesting additional approval.
 - Issuers who currently do not have a truncation command script are required to submit a request for approval. Once a truncation command script is obtained for the test and validation zones, issuers may truncate without additional approval.

Truncation Request Overview (continued)

- CMS reviews and responds to truncation requests within 48 hours.
- Truncation requests may be denied if the request is missing required items, or a sufficient explanation is not provided.
- Previously, issuers were required to submit an email request for permission to truncate production data that included the following information:
 - Organization name
 - Requestor's name
 - Health Insurance Oversight System (HIOS) ID number
 - EDGE Server ID number
 - Issuers may submit more than one (1) HIOS ID and EDGE Server ID per request.
 - Issuer-stated reason for the request

Truncation Request Overview (continued)

- Additional information will be required for new truncation requests in Benefit Year 2017:
 - When do you plan to do the truncation?
 - When do you plan to re-load your data?
 - Are your new files ready for submission?
 - Have you run your data through the test zone?
 - What were the results?
 - Have you performed a back-up of your data on an external location/site?
- The additional questions assist CMS in the evaluation of the request and approaching deadlines.

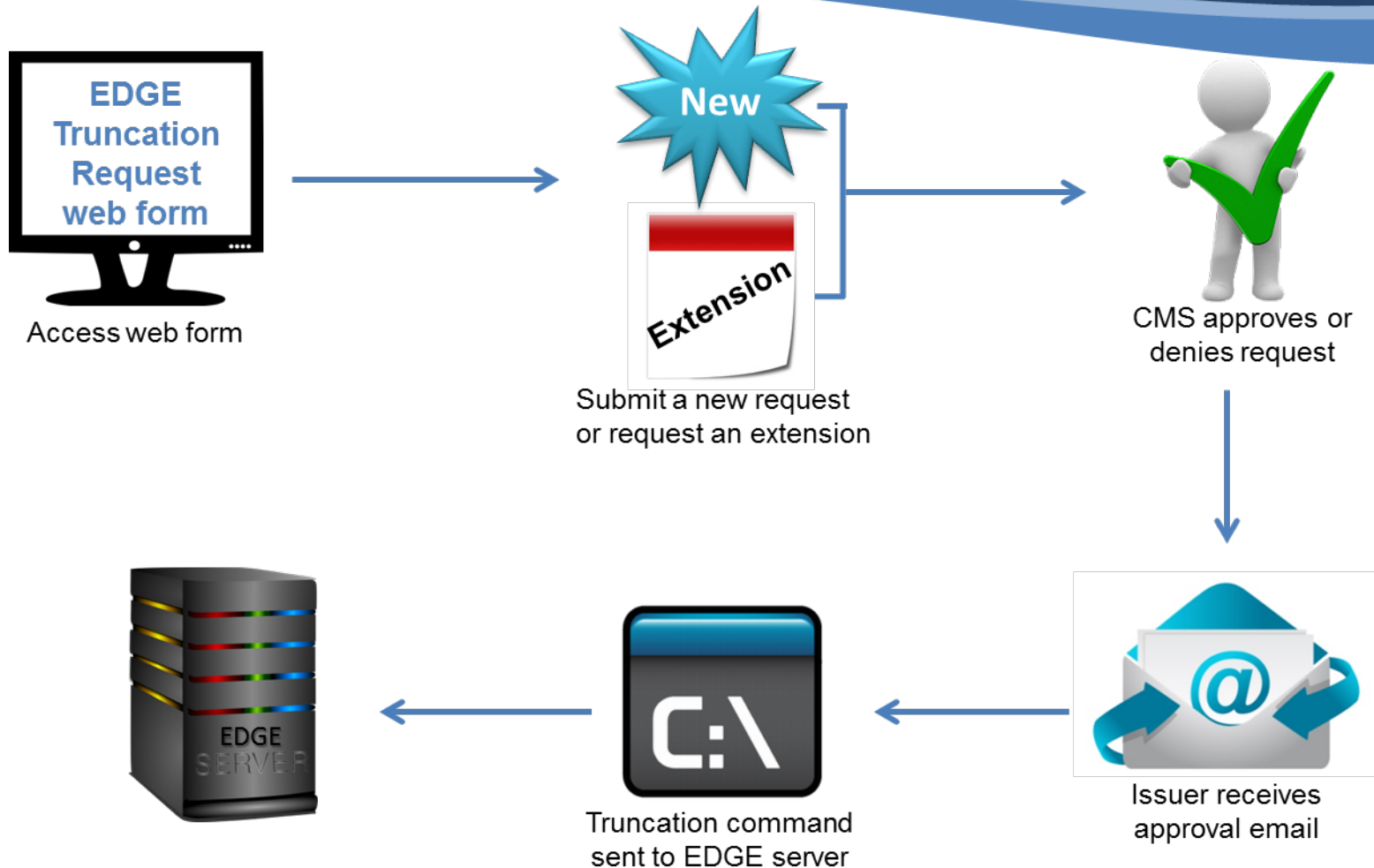
Truncation Request Overview (continued)

- In 2017, truncation requests will be submitted for CMS approval through the EDGE Server Truncation Request web form and all communication will be sent from the RARI Payment Operations mailbox at RARIPaymentOperations@cms.hhs.gov.
- Issuers will be contacted if additional information is required related to their request.
- Once a truncation request is approved, the RARI Payment Operations email box will provide the Requestor with the command that can be executed.
- Issuers who submit truncations to the previously provided email box will receive an email redirecting them to the new web form.



Truncation Request Web Form Overview

Truncation Request Web Form Overview



Truncation Request Web Form Overview

(continued)

- Completion of the web form is required for all truncation requests and requests for extension.
 - Requests are made by HIOS ID.
 - CMS will review and provide approval/denial for each request.

Web Form Availability

The web form will open September 18, 2017.



Accessing the Web Form

Accessing the Web Form

- Select the EDGE Truncation Request web form link from the email with the “**ACTION REQUIRED**” subject line.
 - The email will come from the RARI Payment Operations email box.



NOTE

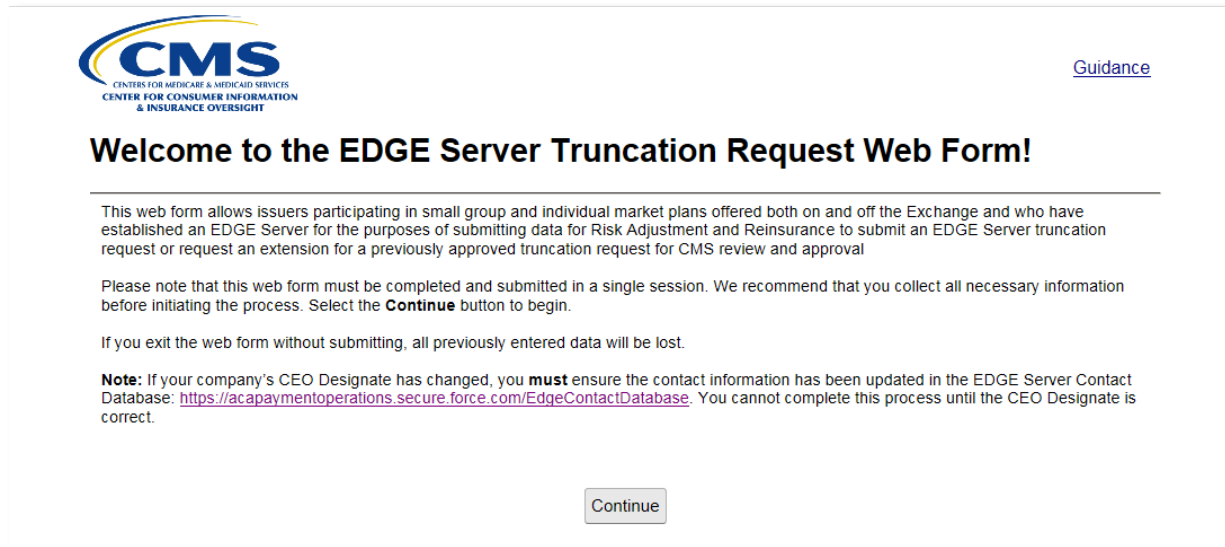
Save the web form link as a “favorite” to re-access during the availability period, if necessary.

- The link will also be available in the EDGE Server Truncation Request Web Form Guide, available in REGTAP.

Completing the Web Form

Welcome Page

- Review the instructions for submitting an EDGE server truncation request.
- Select the **Continue** button.



The screenshot shows the CMS logo at the top left, with the text "CENTERS FOR MEDICARE & MEDICAID SERVICES" and "CENTER FOR CONSUMER INFORMATION & INSURANCE OVERSIGHT". A "Guidance" link is at the top right. The main heading is "Welcome to the EDGE Server Truncation Request Web Form!". Below this, a paragraph explains the web form's purpose: "This web form allows issuers participating in small group and individual market plans offered both on and off the Exchange and who have established an EDGE Server for the purposes of submitting data for Risk Adjustment and Reinsurance to submit an EDGE Server truncation request or request an extension for a previously approved truncation request for CMS review and approval". Another paragraph states: "Please note that this web form must be completed and submitted in a single session. We recommend that you collect all necessary information before initiating the process. Select the **Continue** button to begin." A third paragraph says: "If you exit the web form without submitting, all previously entered data will be lost." A "Note" section follows: "Note: If your company's CEO Designate has changed, you **must** ensure the contact information has been updated in the EDGE Server Contact Database: <https://acapaymentoperations.secure.force.com/EdgeContactDatabase>. You cannot complete this process until the CEO Designate is correct." At the bottom center is a "Continue" button.



If your company's Chief Executive Officer (CEO) Designate has changed, you **must** ensure the contact information has been updated in the [EDGE Server Contact Database](https://acapaymentoperations.secure.force.com/EdgeContactDatabase).

Contact Information Page

- Enter the CEO Designate contact information as either the **Submitter Contact** or the **Alternate Contact**.
- Select the **Continue** button.

Submitter Contact Information

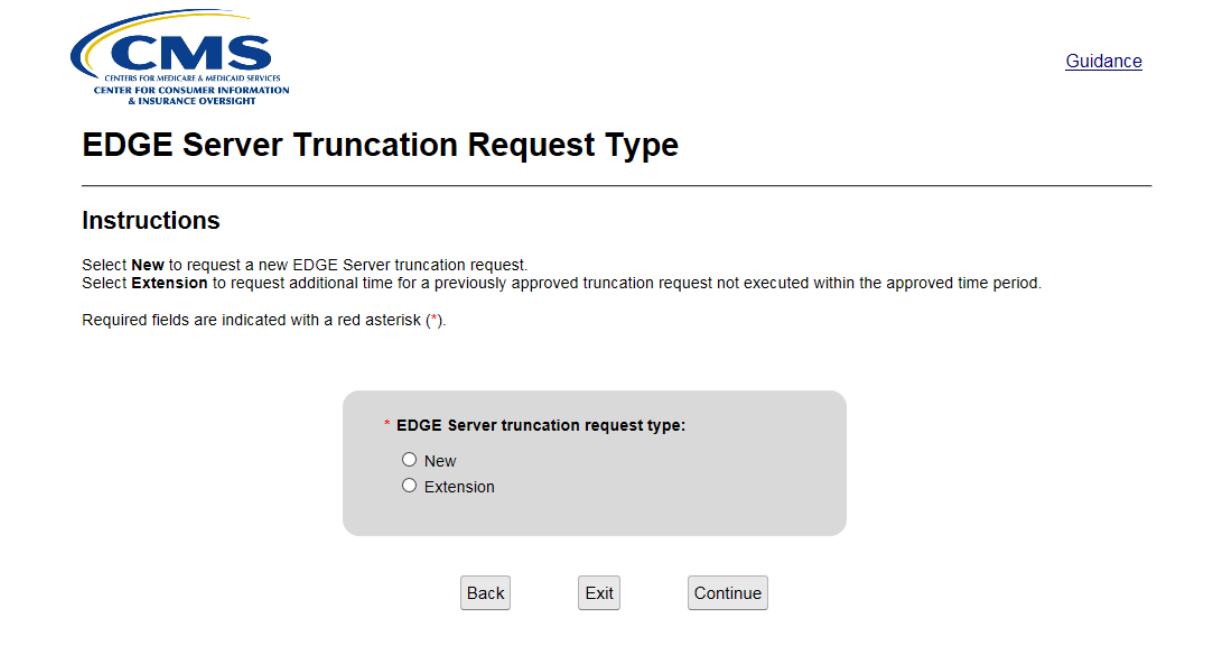
* First Name:	Mary	* Last Name:	Jones
* Email Address:	mjones@somewhere.net	* Job Title:	CEO
* Phone Number:	(555) 555-5555	Phone Extension:	

Alternate Contact Information

* First Name:	John	* Last Name:	Smith
* Email Address:	jsmith@somewhere.net	* Job Title:	VP
* Phone Number:	(555) 555-5555	Phone Extension:	

EDGE Server Truncation Request Type

- Select **New** or **Extension** to indicate the EDGE server truncation request type.



The screenshot shows the CMS logo at the top left, with the text "CENTERS FOR MEDICARE & MEDICAID SERVICES" and "CENTER FOR CONSUMER INFORMATION & INSURANCE OVERSIGHT". A "Guidance" link is at the top right. The title "EDGE Server Truncation Request Type" is centered. Below it, the "Instructions" section states: "Select **New** to request a new EDGE Server truncation request. Select **Extension** to request additional time for a previously approved truncation request not executed within the approved time period. Required fields are indicated with a red asterisk (*)." The form field is labeled "* EDGE Server truncation request type:" and contains two radio buttons: "New" and "Extension". At the bottom are "Back", "Exit", and "Continue" buttons.

 [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 truncation request not executed within the approved time period.
Required fields are indicated with a red asterisk (*).

* EDGE Server truncation request type:

☐ New
☐ Extension

EDGE Server Truncation Request

- Select the **EDGE Server truncation zone**.
- Select the **EDGE Server truncation request category** from the available list.

Company Name: ABC Company

* Select the EDGE Server truncation Zone: ? Production zone

* Select the EDGE Server truncation request category

☒ **Functionality exists, prefer to resubmit** - Issuer/TPA has implemented the necessary logic to correct the issue by ingesting new files but prefers to clear out the data table and resubmit.

☐ **Functionality does not exist, must resubmit** - Issuer/TPA has not implemented the necessary logic to correct the records by submitting new files and must clear the table for resubmission.

☐ **Issuer/TPA implementing new logic** - The Issuer/TPA has updated programming logic which requires a full reload of data.

☐ Other

Please provide specific details including the type of data affected (enrollment, medical claims, pharmacy, supplemental records) and an approximate count or percentage of your total records that need to be corrected. If you selected **Functionality does not exist, must resubmit**, please provide a brief explanation as to when you plan to implement a solution that brings you into compliance.

* Reason for EDGE Server truncation request: 46 of 1500 characters.

EDGE Server Truncation Request Reason Example.

Limit 1,500 characters

EDGE Server Truncation Request (continued)

- Enter a reason for the EDGE server truncation request.
- Provide specific details including:
 - The type of data affected (enrollment, medical claims, pharmacy claims or supplemental records)
 - Approximate count or percentage of your total records that need to be corrected
- If you selected **Functionality does not exist, must resubmit**, provide a brief explanation regarding when you plan to implement a solution to bring your company into compliance.

EDGE Server Truncation Request (continued)

- Enter the following information:
 - When do you plan to do the truncation?
 - (Optional) Requested date range for server truncation.
 - When do you plan to re-load your data?

* When do you plan to do the truncation? ? 06/20/2017

Requested date range for server truncation: Start: ? 06/19/2017

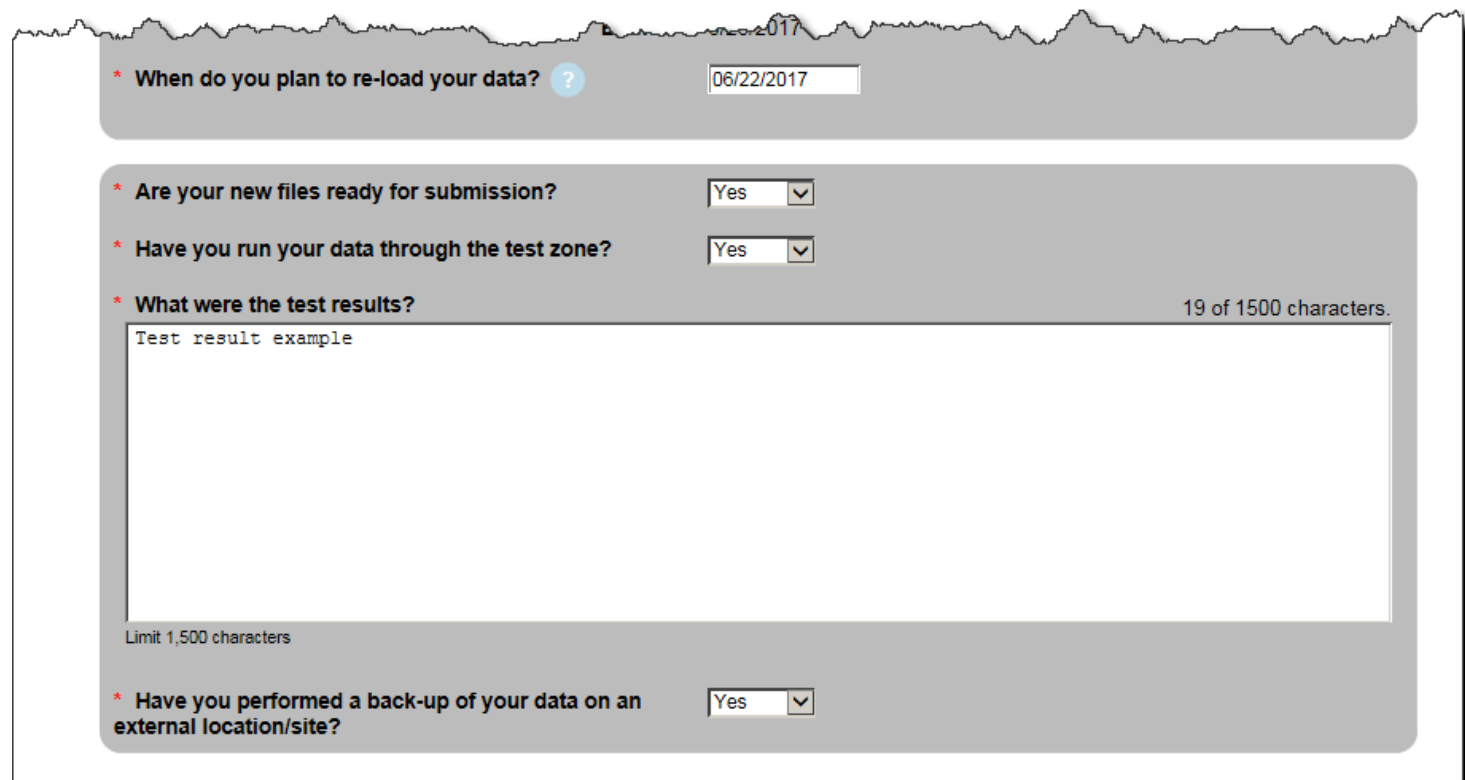
End: 6/26/2017

* When do you plan to re-load your data? ? 06/22/2017

EDGE Server Truncation Request (continued)

- Answer **Yes** or **No** to the following questions:
 - Are your new files ready for submission?
 - Have you run your data through the test zone?
 - Describe the test results in the field provided.
 - Have you performed a back-up of your data on an external location/site?

EDGE Server Truncation Request (continued)



* When do you plan to re-load your data?  06/22/2017

* Are your new files ready for submission? Yes 

* Have you run your data through the test zone? Yes 

* What were the test results? 19 of 1500 characters.
Test result example

Limit 1,500 characters

* Have you performed a back-up of your data on an external location/site? Yes 

EDGE Server Truncation Request (continued)

- Select the HIOS ID(s) for which you are requesting the EDGE server truncation.
- If applicable, enter your Financial Management Coordination Center (FMCC) case number related to the EDGE server truncation request.
- Select the **Continue** button.

EDGE Server Truncation Request (continued)

*** Select the HIOS ID(s) for which you are requesting the EDGE Server truncation:**

Select HIOS ID(s) from the **Available HIOS ID(s)** list and then select the right facing arrow button → to move it to the **Selected HIOS ID(s)** list. Select the double right facing arrow → → to select all HIOS IDs in the list. To deselect a HIOS ID, select the left facing arrow button ← to move the HIOS ID from the **Selected HIOS ID(s)** list to the **Available HIOS ID(s)** list. Select the left facing double arrow ← ← to deselect all HIOS IDs in the **Selected HIOS ID(s)** list.

You may filter the list of HIOS IDs by entering the HIOS ID or issuer legal business name in the **Filter** field.

Available HIOS ID(s) Showing all 3	Selected HIOS ID Showing all 1
Filter	Filter
→ → →	← ← ←
59002 - Test 456 59003 - Test 678 59004 - Test 890	59001 - Test123, Inc

If you have an FMCC case number related to the
EDGE Server truncation request, enter it here:

Limit 100 characters; separate case numbers with a comma.

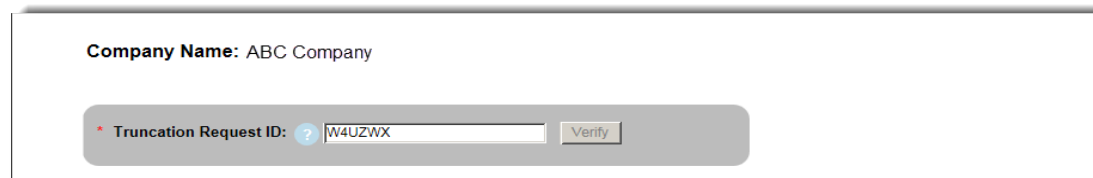
Back

Exit

Continue

EDGE Server Truncation Extension Request

- An extension request may only be made for a previously approved truncation request that has not been executed and not has expired.
- Enter the **Truncation Request ID** received from your previously approved truncation request.
- Select the **Verify** button.
 - Information regarding your previous request will populate in the form.



Company Name: ABC Company

* Truncation Request ID:



NOTE

If your previously approved truncation request expired, you must submit a new **EDGE** server truncation request by selecting the **Back** button and completing all required fields.

EDGE Server Truncation Extension Request

(continued)

- Enter the following information:
 - Reason for EDGE server truncation extension
 - When do you plan to do the truncation?
 - (Optional) Requested date range for server truncation.
 - When do you plan to re-load your data?

EDGE Server Truncation Extension Request

(continued)

Company Name: ABC Company

* Truncation Request ID: ? W4UZWX

Verify

EDGE Server truncation zone: Production zone

EDGE Server truncation category: Functionality exists, prefer to resubmit

HIOS ID(s) for which you are requesting an extension for EDGE Server truncation: 59002

* Reason for EDGE Server truncation extension:

29 of 1500 characters.

Reason for extension example.

Limit 1,500 characters

* When do you plan to do the truncation? ?

06/28/2017

Requested date range for server truncation: Start: ?

06/26/2017

End:

7/3/2017

* When do you plan to re-load your data? ?

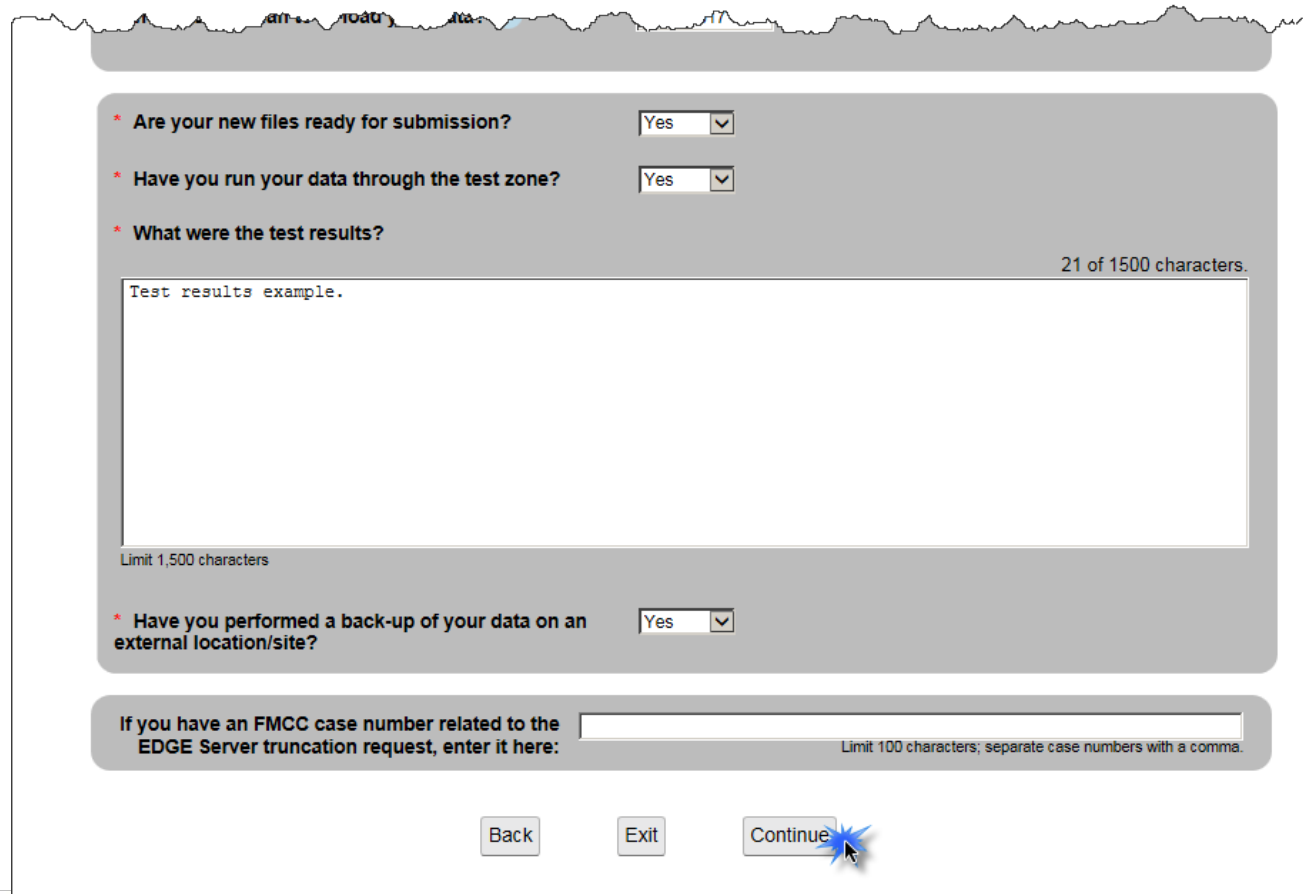
06/29/2017

EDGE Server Truncation Extension Request

(continued)

- Answer **Yes** or **No** to the following questions:
 - Are your new files ready for submission?
 - Have you run your data through the test zone?
 - Describe the test results in the field provided.
 - Have you performed a back-up of your data on an external location/site?
- If applicable, enter the FMCC case number related to the EDGE server truncation request.
- Select the **Continue** button.

EDGE Server Truncation Extension Request (continued)



The screenshot shows a web form titled "EDGE Server Truncation Extension Request (continued)". The form is enclosed in a grey border with a torn paper effect at the top. It contains several sections with questions and input fields. The first section has two questions, each with a "Yes" dropdown menu. The second section has a question followed by a large text area for test results, with a character count of 21 of 1500. The third section has a question followed by a "Yes" dropdown menu. The fourth section has a question followed by a text input field for FMCC case numbers, with a character limit of 100. At the bottom, there are three buttons: "Back", "Exit", and "Continue". A mouse cursor is pointing at the "Continue" button.

* Are your new files ready for submission? Yes

* Have you run your data through the test zone? Yes

* What were the test results? 21 of 1500 characters.

Test results example.

Limit 1,500 characters

* Have you performed a back-up of your data on an external location/site? Yes

If you have an FMCC case number related to the EDGE Server truncation request, enter it here: Limit 100 characters; separate case numbers with a comma.

Back Exit Continue

Summary Page

- Review the **EDGE Server Truncation Request(s) Summary** table for accuracy.
 - Select the **Action** link to view, edit, or delete a selected line.

[Guidance](#)

Summary

Company Name: ABC Company

EDGE Server Truncation Request(s) Summary

Table 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 Category	HIOS ID(s)	EDGE Server ID(s)	Planned Truncation Date
View Edit Delete	New	Production zone	Functionality exists, prefer to resubmit	59001	12ABCD	06/20/2017

Summary Page (continued)

- Review the Contact Information section.
 - Select the **Edit Contact Information** button to make edits to the Alternate Contact information.



If the Submitter Contact information is incorrect, you must exit the web form and make updates in the [EDGE Server Contact Database](#).

- Select the **Submit** button.

Summary Page (continued)

Contact Information

Select the **Edit Contact Information** button to update/edit contact information.

Submitter Contact Information

* First Name:	Mary	* Last Name:	Jones
* Email Address:	mjones@somewhere.net	* Job Title:	CEO
* Phone Number:	(555) 555-5555	Phone Extension:	

Alternate Contact Information

* First Name:	John	* Last Name:	Smith
* Email Address:	jsmith@somewhere.net	* Job Title:	VP
* Phone Number:	(555) 555-5555	Phone Extension:	

Select the **Continue** button to enter another EDGE Server truncation request.

Select the **Submit** button to complete the EDGE server truncation request process.

Confirmation Page

- An acknowledgement email is sent from raripaymentoperations@cms.hhs.gov to the Submitter and Alternate Contact.
- Select the **PDF** button to print/save the submission for your records.
 - The confirmation PDF includes your Truncation Request ID(s).
- Select the **Exit** button to exit the web form.



CMS recommends that you print and save a copy of the Confirmation information for your records.

Confirmation Page (continued)



Confirmation

Warning: Please print the PDF for your records before selecting the Exit button.

Thank you for your submission.

An acknowledgement email has been sent to the email addresses provided. Print and save the PDF document for your records; it is the formal confirmation of your EDGE Server truncation request submission. The confirmation PDF includes your Truncation Request ID(s).

Submission End Time: 05/30/2017 02:39 PM

Acknowledgement email and submission information sent to the following email addresses:

mjones@somewhere.net
jsmith@somewhere.net

Print/Save

Select the PDF button to generate a confirmation that contains the submitted EDGE Server truncation request(s) and the Truncation Request ID(s). Print and save this document for your records.

PDF

Exit

EDGE Server 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 EDGE Data Management webinar presentation, located in the Registration for Technical Assistance Portal (REGTAP) Library.

Important Takeaways

- Starting September 18, 2017, please submit all EDGE server truncation requests through the web form.
- 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 in mind baseline and data submission deadlines throughout the year when submitting requests for truncation.
 - Issuers need to 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.*

Upcoming Webinar

Webinar	Scheduled Event Date
Baseline Submissions	September 19, 2017

Resources

Resources

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

FAQ Database on REGTAP

My Dashboard



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

FAQ Search

FAQ ID Enter single FAQ ID or multiple IDs (1-10 or 15,18,87)

Keyword/Phrase

Program Area

Select All
ACA Financial Appeals
Agent Broker
Distributed Data Collection for RI and RA/Edge Server
Enrollment and Eligibility

Primary Category

Secondary Category

Benefit Year

Publish Date

Start Date

End Date

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 <https://www.REGTAP.info/ddc.php>.



Distributed Data Collection for RI and RA/Edge Server

[Get Adobe Reader](#)

EDGE Plan Data Templates
Due 9/23/16

Days Left

6

Edge Server – Baseline Submission
for 1st and 2nd Quarter 2016

NOVEMBER

2

Edge Server – Data Submission
90% of Enrollment Records /
25% of Medical & Pharmacy Claims
for 1st and 2nd Quarter 2016

NOVEMBER

9

Edge Server Commands
Deployed – ECS and Frequency
Distribution Reports

NOVEMBER

10



Welcome to the Distributed Data Collection for RI and RA/Edge Server page designed to assist you with locating accurate and valuable information regarding External Data Gathering Environment (EDGE) server data submission.

CMS conducts the EDGE Server Webinar Series training sessions with the purpose of providing issuers with additional information related to data submission, testing, timelines, submission scenarios, and any additional guidance related to the data submission or blackout periods.

! IMPORTANT ANNOUNCEMENTS:

On June 10, 2016, there will be an EDGE server maintenance release which will update HHS-RADV sampling functionality. CMS will also release remote commands for preliminary HHS-RADV sampling reports. The reports will only be available to CMS.

TOPICS OF INTEREST

[DATA SUBMISSION](#)

[ENROLLMENT SUBMISSION](#)

[MEDICAL SUBMISSION](#)

[PHARMACY SUBMISSION](#)

[REGISTRATION & PROVISIONING](#)

[SUPPLEMENTAL SUBMISSION](#)

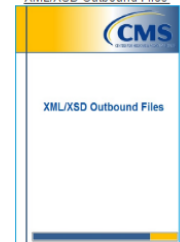
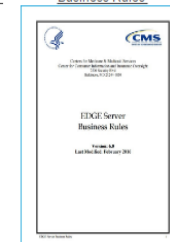
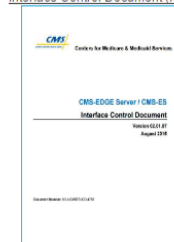
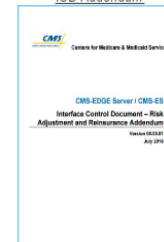
EDGE Core Resources

[ICD Addendum](#)

[Interface Control Document \(ICD\)](#)

[Business Rules](#)

[XML/XSD Outbound Files](#)



DDC/EDGE Server Resource Page

(continued)

TOPICS OF INTEREST

[DATA SUBMISSION](#)

[ENROLLMENT SUBMISSION](#)

[MEDICAL SUBMISSION](#)

[PHARMACY SUBMISSION](#)

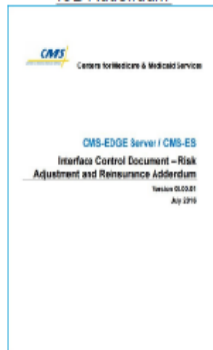
[REGISTRATION & PROVISIONING](#)

[SUPPLEMENTAL SUBMISSION](#)

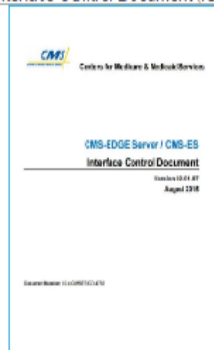
For quick access to related documentation, users can find resources organized by Topics of Interest, such as 'Medical Submission' or 'Registration'.

EDGE Core Resources

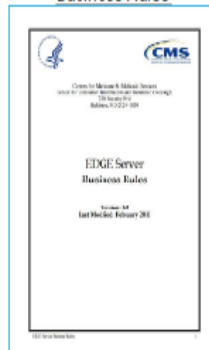
ICD Addendum



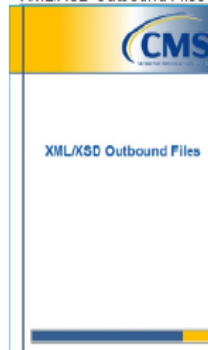
Interface Control Document (ICD)



Business Rules



XML/XSD Outbound Files



Users can also register for active EDGE Server training series, contact CMS, provide feedback and more.

NEW TO REGISTRATION?
click the button below

REGISTER
for next event session



DO YOU HAVE FEEDBACK?
click the button below

PROVIDE FEEDBACK
to DDC



Closing Remarks