Data Extract System (DESY)

User Manual

Training Topics

- Introduction

- DESY Application Access Pre-Requisites

- DESY Home Page
  - News & Events
  - Request Status
  - DUAs Assigned to Me

- Create New Request
  - Saving
  - Request Submission
  - Summary

- Manage Requests

- DESY Support

Introduction

DESY retrieves information from CMS-maintained data sources and provides the data as files to internal and external users. Through the CMS Enterprise Portal, DESY users can specify targeted CMS data sources, search selection criteria, view selections, special processing requirements, file formats, and file destinations.

DESY captures the user's request, submits request for processing, and notifies the user of the file names and locations.

The extract portion of the system performs the physical extract of data from the appropriate data sources such as National Claims History (NCH), Common Medicare Environment (CME), Medicare Provider Analysis and Review (MEDPAR), and Integrated Data Repository (IDR). Upon completion of the extract process, the final data is available for the user to manipulate and use directly.

Introduction

The intended audience for this user manual are DESY system users. Updates to this document occur with each software release (if applicable). There are no security or privacy issues related to this use of this document. The purpose of this manual is to help users understand the redesigned DESY application. The user manual is available on the CMS DESY Web site http://www.cms.gov/desy.

CMS establishes Data Use Agreements (DUAs) for identifiable, encrypted, and limited dataset data. The information included on the DUA is obtained from the requester, custodian, Federal Representative, CMS project officer, and the Information Security and Privacy Group (ISPG) representative, when applicable.

Access to at least one approved DUA is required for a user to access DESY. For this access to be activated, it is critical for the user to be included as a DESY User on this DUA. Active DUAs are required to submit requests, but a DESY-expired DUA still allows the user to access DESY and view previously entered requests for that DUA.

DESY Application Access Pre-Requisites

To access the DESY application, users must have the following:

- A valid EUA ID
- An approved DUA
- The DESY_P_User Job Code (Request through EUA)

Note: While CMS supports all web browsers, the recommended browser for the DESY application is Chrome and Firefox.

Application Icons

Information

By clicking this icon, more information will appear to assist the user.

Search

Search Content

Filter

Filter Content

Filter

DUA Number – The unique numerical value assigned by CMS for each DUA. The number must match exactly to meet filter criteria.
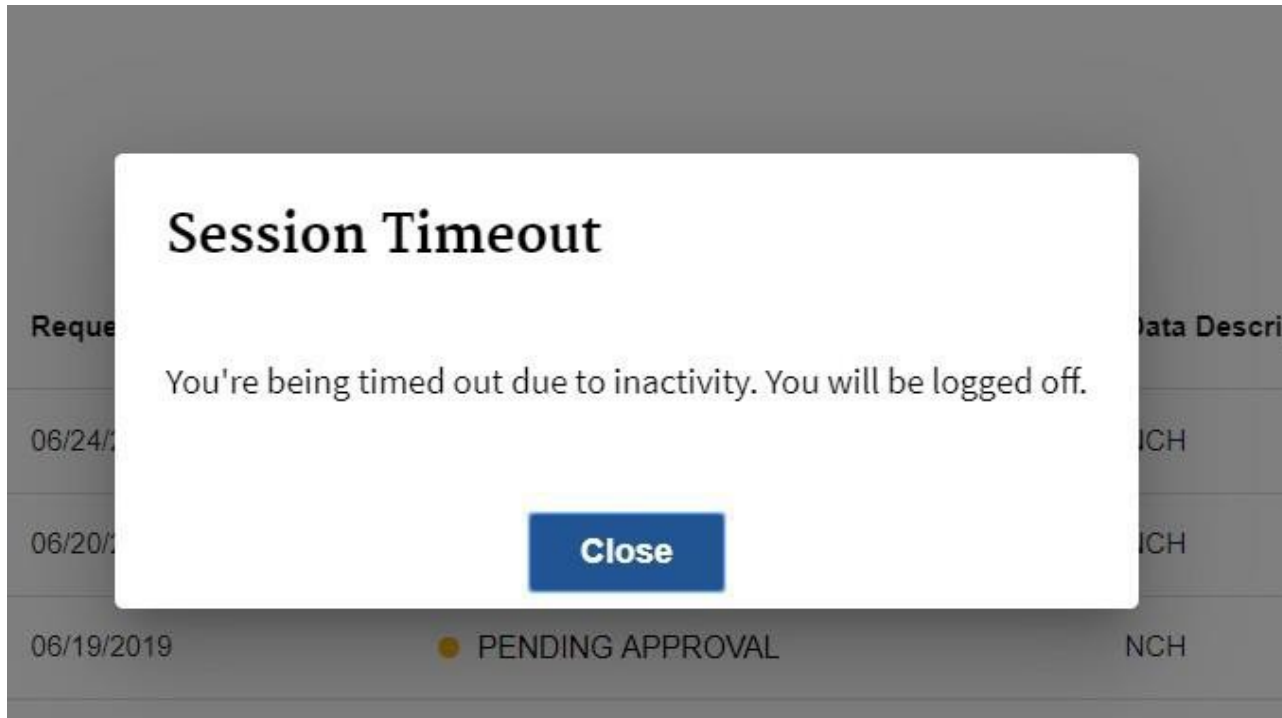
Expiration Data –The date the DUA expires.

Requester – The name of the person identified as the requestor on the DUA.

Study Name – The name given to identify the DUA.

Filter example is from **DUAs Assigned To Me** section.

Session Timeout

If a user works outside of the DESY application for more than 30 minutes, the application will timeout due to inactivity.

DESY User Roles

Role	Description
DESY User	The User Role has access to the Manage Requests menu and can view/manage requests that are attached to their DUA.
DESY Administrator	The Admin Role has the highest authority in the application. This role allows the admin to update access to the entire application, Manage/Cancel Requests, and Manage News.

Logging Into The DESY Application

1. Go to **https://portal.cms.gov/**

2. Enter **EUA ID** and **Password**

3. Check **Agree to Our Terms & Conditions**

4. Select **Login**

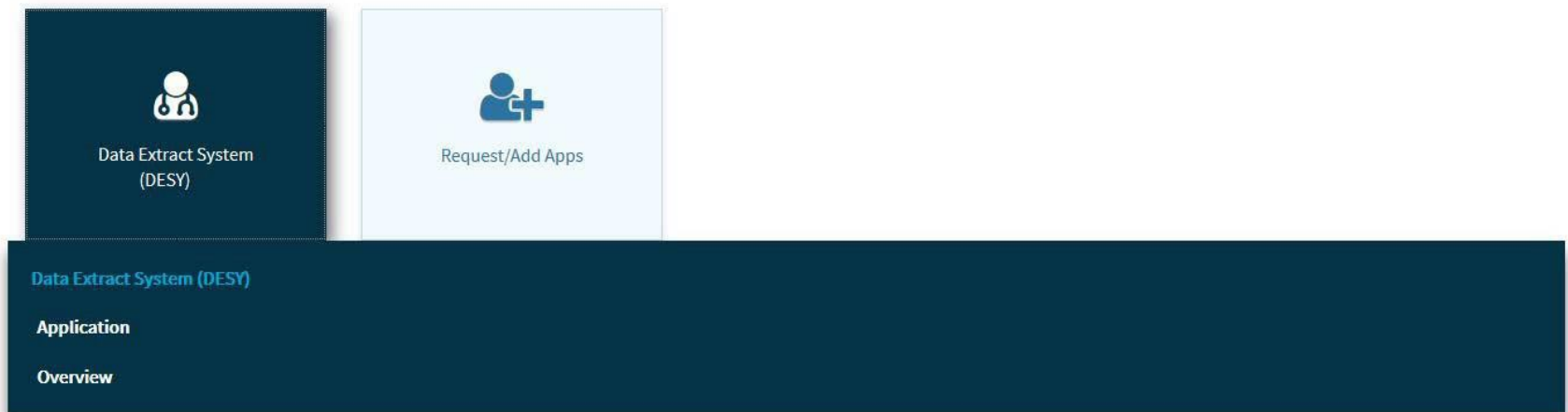# Logging Into The DESY Application

My Portal

Once successfully logged into the Portal, the user will see the application(s) that they have permission to access. The Data Extract System (DESY) tile will be displayed.

Logging Into The DESY Application

My Portal

Data Extract System (DESY)

Request/Add Apps

Data Extract System (DESY)

Application

Overview

1. Select the DESY application tile.

2. The **Overview** link displays general information about the DESY application as well as contact information for support.

3. Select the **Application** link to access DESY.

Overview

Data Extract System (DESY)

The Data Extract System (DESY) is a user-friendly system that allows authorized users to enter requests for data from various CMS data repositories. A user can only request data within the guidelines of their Data Use Agreement (DUA).

Please email your questions and comments to the DESY support mailbox, **desy_support@cms.hhs.gov.**

The overview page appears with general information about the DESY application as well as contact information for support.

No Valid DUA

No Valid DUA Found

Our records indicate that you do not have a valid DUA. For instructions on how to create/update DUAs, please visit: https://www.cms.gov/Research-Statistics-Data-and-Systems/Files-for-Order/Data-Disclosures-Data-Agreements/Enterprise-Privacy-Policy-Engine.html.

If a user does not have a valid DUA, a notification will be displayed once the DESY application tile is selected.

DESY Home Page

This is the **DESY Home Page.** Here, the user can manage requests, perform finder file sweeps, create new requests, view request status, news & events, and DUAs assigned to them.

DESY Home Page

Manage Requests – Contains all submitted and saved requests.

Tools – Finder File Sweep Request allows for a finder file on the mainframe to be copied to the cloud for later use.

New Request – A New Request can be created and submitted.

News & Events – Recent news and events will appear here. Most recent notifications are listed on the top.

Request Status – This table contains a list of all recent requests. Clicking on any requests will open the Summary/Confirmation page under "Manage Requests."

DUAs Assigned to Me – Lists the DUAs that the user is assigned to. The list will load as the user scrolls.

DUAs Assigned to Me
More Information Icon

DUAs Assigned To Me   🔍   ☰

DUA Number	Expiration Date	Requester	Study Name	More Info
12988	05/04/2021		DSY-CONTRACT-DEV - 08, DO NOT CHG W/O EMAILING DESY_SUPPORT@CMS.HHS.GOV	ℹ️
16838	05/04/2021		DSY-CONTRACT-DEV - 12, DO NOT CHG W/O EMAILING DESY_SUPPORT@CMS.HHS.GOV	ℹ️
12366	05/04/2021		DSY-CONTRACT-DEV - 04, DO NOT CHG W/O EMAILING DESY_SUPPORT@CMS.HHS.GOV	ℹ️
12364	05/04/2021		DSY-CONTRACT-DEV - 02, DO NOT CHG W/O EMAILING DESY_SUPPORT@CMS.HHS.GOV	ℹ️
12365	05/04/2021		DSY-CONTRACT-DEV - 03, DO NOT CHG W/O EMAILING DESY_SUPPORT@CMS.HHS.GOV	ℹ️

Rows per page: 5 ▼   1-5 of 12   < >

In the **DUAs Assigned To Me** section, there is an "i" icon under the **More Info** column. Selecting this icon will allow the user to see details about their DUA.

17

DUAs Assigned to Me
More Information Icon

DUA Information

DUA Number	Expiration Date
12988	05/04/2021
Requester	**Study Name**
CHERYL MITCHELL	DSY-CONTRACT-DEV - 08, DO NOT CHG W/O EMAILING DESY_SUPPORT@CMS.HHS.GOV

Available Data Source:

- NCH NEARLINE FILE
- SAF FILES
- MEDPAR - FISCAL YEAR
- MEDPAR - CALENDAR YEAR
- ENROLLMENT

The user will see the following information by clicking the "i" icon under the **More Info** column:

1. DUA Number

2. Requester

3. Expiration Date

4. Study Name

5. Available Data Sources

Tools

The User would click the **Tools** link to access the **Finder File Sweep Request** tool.

Finder File Sweep Request

Finder File Sweep Request

File Name: ⓘ

Format EUAID.DESY.* e.g XYZS.DESY.*

Submit

Once the User clicks the **Tools** link the **Finder File Sweep Request** page is displayed.

Finder File Sweep Request

Finder File Sweep Request

File Name: ⓘ

ZAAI.DESY.FNDR.HICAN   Submit

❗ **Finder file not found**
Please enter the finder file that does exist in mainframe.

Once a request is submitted the System will notify the User if the requested finder file is on the mainframe.

Finder File Sweep Request

Finder File Sweep Request

File Name: ℹ

| 2112 FINDER FILE |

Submit

❗ **Invalid Finder File Name**

Please enter the finder file with the correct filename prefix.E.g KYXS.DESY.*.

The System will recognize if the requested finder file name is in the required format and will notify the User if it is not.

Finder File Sweep Request

Finder File Sweep Request

File Name: ⓘ

| RAAI.DESY.FNDR.HICAN| |

Submit

The System will recognize if the requested file is found on the mainframe, if it is the **Submit** button will become activated.

Finder File Sweep Request

Finder File Sweep Request

File Name: ℹ

Format EUAID.DESY.* e.g XYZS.DESY.*   Submit

✓ **Finder File Submitted**

Finder File sweep process requested successfully. please wait for about 3 minutes before proceeding to new request

The System will provide the User with a message that the finder file sweep process was successful.

NOTE: *The Finder File Sweep Request process must complete before the file can be used in a new request.*

Creating A New Request

Users can create new requests in three ways:

1. Selecting the **DUA Number** in the **DUAs Assigned To Me**
2. Selecting the "i" icon under the **More Info** column and clicking the **DUA Number** link in the pop-up window.
3. Select **New Request** on the top right corner of the page.

Creating A New Request
DUA Number

Select a **DUA Number** link under the **DUA Number** column in the **DUAs Assigned to Me** section on the **DESY Home Page**.

Note: Only DUAs associated with the current user logged into the system are displayed.

Creating A New Request
More Info

DUAs Assigned To Me

DUA Number	Expiration Date	Requester	Study Name	More Info
12988	05/04/2021		DSY-CONTRACT-VAL - 08, DO NOT CHG W/O EMAILING DESY_SUPPORT@CMS.HHS.GOV	ⓘ

DUA Information

DUA Number	Expiration Date
12988	05/04/2021
Requester	**Study Name**
CHERYL MITCHELL	DSY-CONTRACT-DEV - 08, DO NOT CHG W/O EMAILING DESY_SUPPORT@CMS.HHS.GOV

Available Data Source:

- NCH NEARLINE FILE
- SAF FILES
- MEDPAR - FISCAL YEAR
- MEDPAR - CALENDAR YEAR
- ENROLLMENT

1. Select the "i" icon under the **More Info** column of the table.
2. A pop-up will appear. Select the **DUA Number** link to create a new request.

27

Creating A New Request
New Request Button

Select the **New Request** button from the DESY header.

Creating A New Request
Processing Times

Request Processing Times

DESY processing times are impacted by inherited system and application constraints. Depending on the number of competing requests, the average estimated turn-around times are as below:

TYPE OF DATA	APPROXIMATE PROCESSING TIME
NCH Part A	3-6 weeks
NCH Part B	4-8 weeks
Part A (excluding Outpatient) SAF	1-3 weeks
Part B and Outpatient SAF	2-4 weeks

Please be sure to plan accordingly when submitting your requests.

Ok

Once the **New request** button has been selected, a popup window will appear with information related to DESY processing times. By clicking the **Ok** button the message will disappear.

*Note: A similar window will appear when users start creating a request by clicking the **DUA Number** link on homepage.*

Creating A New Request
Data Source

Request Creation

Select data source:

| - Data Source - ⇕ |

Select data type:

| - Data Type - ⇕ |

Search Criteria: 0 criteria applied

Output: Output type

| Save | | Summary |

The **Data Source** dropdown will contain all the data sources associated with the selected DUA. The **Data Type** dropdown will be enabled after a data source has been selected.

Creating A New Request
Data Type

Request Creation

Select data source:

| NCH NEARLINE FILE | ⬍ |

Select data type:

| FI HHA CLAIM RECORD | ⬍ |

Select state:

| - States - | ⬍ |

Select year/s:

| year , update date |

Search Criteria: 0 criteria applied

Output: Output type

| Save | | Summary |

The **Data Type** dropdown field is populated with the data types available for the selected DUA and **Data Source** combination.

State and Year

Request Creation

Select data source:

NCH NEARLINE FILE	⬍

Select data type:

FI HHA CLAIM RECORD	⬍

Select state:

All States	⬍

Select year/s:

year , update date

☑ 2019 , 06/2019

☐ 2018 , 06/2019

1. The user will select the state from the **State** dropdown. To run a request for all states, select All States (if available).
2. Once the state selection has been made, the user may select the desired year, if applicable.

*Note: When more than one year is selected a **Super** request is created.*

Creating A New Request
Super Request

Request Creation

Select data source:

NCH NEARLINE FILE ⬍

Select data type:

FI HOSPICE CLAIM RECORD ⬍

Select state:

All States ⬍

Select year/s:

year , update date

☑ 2019 , 06/2019

☑ 2018 , 06/2019

When the user selects more than one year for their request, it is considered a **Super Request**.

Search Criteria

Request Creation

Select data source:

NCH NEARLINE FILE

Select data type:

FI HHA CLAIM RECORD

Select state:

All States

Select year/s:

year , update date

☑ 2019 , 06/2019

☐ 2018 , 06/2019

Search Criteria: 0 criteria applied   —

Select field: ⓘ

- Field -

Select operator:

◯ User input file

◯ Search operator

Apply criteria

Select the desired field from the **Select Field** dropdown to add to the search filter.

Save Button

The **Save** button will become enabled after the **State** and **Year** values have been selected, if applicable.

Creating A New Request
User Input File

Search Criteria: 0 criteria applied

Select field: ⓘ

| Any Diagnosis Code | ⬍ |

Select operator:

☑ User input file

◯ Search operator

Filename: ⓘ

`Format EUAID.DESY.* e.g XYZS.DESY.*`

Start position: ⓘ

Header start position: ⓘ

***RECORD LIMIT**
Non-HICAN finder files: 150,000 records.
HICAN finder files: 3 million records.
Cross Reference Finder Files have a 3.5 million record limit.

Apply criteria

Once the **Select field** value has been added to the search filter, the user will choose one **Select Operator** option. Select **User input file** option to display the **Filename**, **Start Position, Header Start Position** fields.

Filename

Search Criteria: **0 criteria** applied

Select field:

Any Diagnosis Code ▼

Select operator:

● User input file

○ Search operator

Filename: ⓘ

RAAI.DESY.FNDR.DGNS

Start position: ⓘ

1

Header start position: ⓘ

1

*RECORD LIMIT
Non-HICAN finder files: 150,000 records.
HICAN finder files: 3 million records.
Cross Reference Finder Files have a 3.5 million record limit.

Apply criteria

The finder file name entered in the **Filename** field must exist on the mainframe. The exact filename must be entered to apply the criteria successfully.

Note: The Start position is a required field.

Filename Format

Search Criteria: 0 criteria applied ⓘ   —

Select field:

Any Diagnosis Code ⬍

Select operator:

- ● User input file
- ○ Search operator

> Mainframe data set name of the user input file. File name format shoud be "EUAID.DESY."

Filename: ⓘ

Format EUAID.DESY.* e.g 'XYZS.DESY.*

Start position: ⓘ

Header start position: ⓘ

0

*RECORD LIMIT
Non-HICAN finder files: 150,000 records.
HICAN finder files: 3 million records.
Cross Reference Finder Files have a 3.5 million record limit.

Apply criteria

The System will recognize if the requested finder file name entered in the **Filename** field is not in the required format and notify the User.

Note: The finder file must exist on the mainframe.

Creating A New Request
Search Filter Applied

Search Criteria: 1 criteria applied   −

Select field: ⓘ

[- Field - ⬍]

Select operator:

◯ User input file

◯ Search operator

[Apply criteria]

✔ **Criteria Applied**
Criteria applied successfully.

Output: Output type   +

[**Save**]   [Summary]

If the search criteria is correct, the user will receive notification that the criteria has been applied successfully once the click the **Apply Criteria** button.

Creating A New Request
Filename Error

Search Criteria: 1 criteria applied   —

Select field: ℹ

Any Diagnosis Code ⬍

Select operator:
✅ User input file

◯ Search operator

Filename: ℹ

WC00 ET#5345.MBI.TO.HIC

Start position: ℹ

Header start position: ℹ

*RECORD LIMIT
Non-HICAN finder files: 150,000 records.
HICAN finder files: 3 million records.
Cross Reference Finder Files have a 3.5 million record limit.

Apply criteria

❗ **Invalid Finder File Name**
Please enter the finder file with the correct filename prefix.E.g KYXS.DESY.*.

The System will recognize if the requested finder file name entered in the **Filename** field is not in the required format or does not exist on the mainframe and notify the User.

Creating A New Request
Search Operator

Search Criteria: 1 criteria applied   —

Select field: ⓘ

[Claim Diagnosis Code ⇕]

Select operator:
○ User input file

✓ Search operator

Select an operator:

[⇕]

Enter a value:

[   ]

Apply criteria

Once the **Select field** value has been added to the search filter, the user will choose one **Select Operator** option. Select **Search Operator** option to display the **Select an Operator and Enter a Value** fields.

Creating A New Request
Search Operator

Search Criteria: 1 criteria applied   —

Select field: ⓘ

| Claim Diagnosis Code | ⇕ |

Select operator:

◯ User input file

✅ Search operator

Select an operator:

| = | ⇕ |

Enter a value:

| 123 |

Apply criteria

1. Select "=" from the **Select an Operator** dropdown.
2. Enter a numeric value in **Enter a Value** field.
3. The **Apply Criteria** button will become enabled after the **Select an Operator** and **Enter a Value** fields have been updated.

Creating A New Request
Search Operator Applied

Search Criteria: 1 criteria applied   —

Select field: ⓘ

| Claim Diagnosis Code | ⬍ |

Select operator:
◯ User input file

✓ Search operator

Select an operator:

| = | ⬍ |

Enter a value:

| 123 |

Apply criteria

If the search criteria is correct, the user will receive a notification that the criteria has been applied successfully once they click the **Apply Criteria** button.

Creating A New Request
Search Criteria Set

To create a search criteria set, the user will click the **Create Search Criteria Set** link that is displayed under the **Apply Criteria** button.

Creating A New Request
Search Criteria Set

Search Criteria Set

By default, all criteria are created in Set 1. To add one or more filters in set 2, drag and drop the field names and click apply.

Both search criteria sets will be separated by "OR".

When two search expressions are used, the search engine processes them as an OR criteria.

data using criteria Set 1.

Criteria Set1	Criteria Set2
Any Diagnosis Code(1)	
Claim Diagnosis Code(2)	

Apply　　**Cancel**

Search Criteria Set pop-up window will display.

Creating A New Request
Search Criteria Set

Search Criteria Set

By default, all criteria are created in Set 1. To add one or more filters in set 2, drag and drop the field names and click apply.

Both search criteria sets will be separated by "OR".
When two search expressions are used, the search engine processes them as an OR criteria.
data using criteria Set 1.

Criteria Set1	Criteria Set2
Claim Diagnosis Code(2)	Any Diagnosis Code(1)

Apply   **Cancel**

---

1. To create another Criteria Set, drag and drop the name of the field(s) previously entered by the user.
2. Click the **Apply** button.

The user will receive a notification that the criteria set has been applied successfully.

Creating A New Request
Search Criteria Set Applied
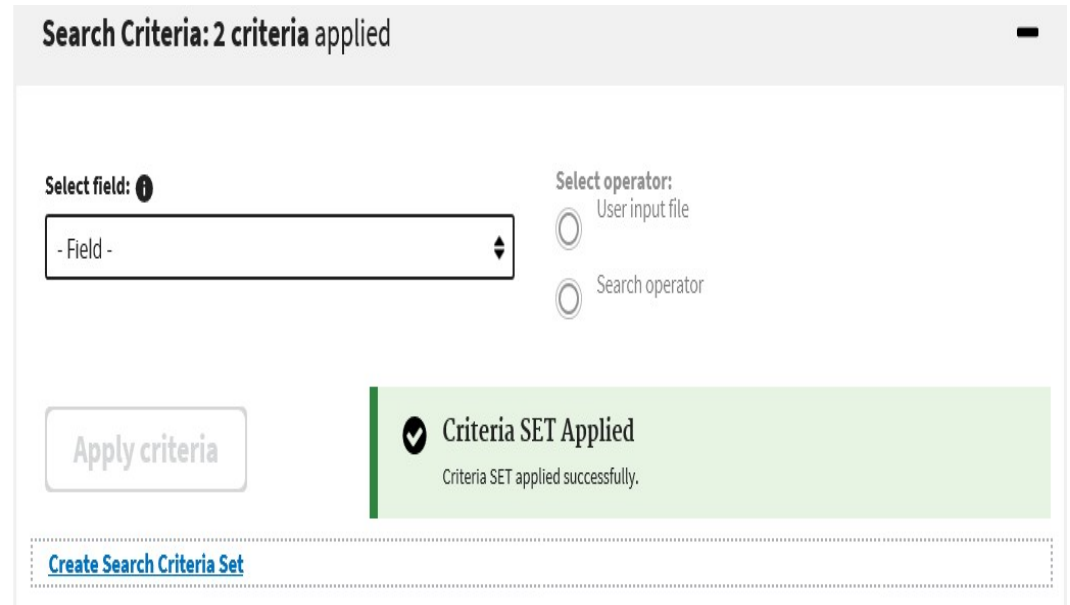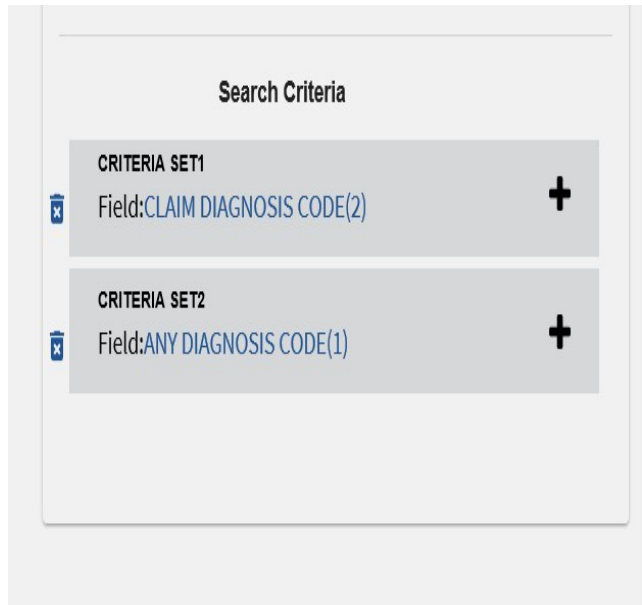
The applied search criteria is displayed on the left side of the window with an option to expand for more detailed information. The criteria can also be deleted using the delete icon prior to request submission.

Creating A New Request
Output

Output: Output type   ▬

Select an output type:

| - output - | ⬍ |

Include dropped records:

| No | ⬍ |

Enter an identifier: ⓘ

Enter a description: ⓘ

Apply output

1. Select the output type from the **Select an Output Type** dropdown.
2. Enter additional fields (optional) and click the **Apply Output** button.

Output: Output type

Select an output type:

| - output - | ⇕ |

Include dropped records:

| No | ⇕ |

Enter an identifier: ⓘ

Enter a description: ⓘ

| Apply output | ✔ **Output applied**
 Output applied successfully. |

The Output Applied message is displayed after the user enters the required information and clicks the **Apply Output** button.

Creating A New Request
Save View

1. Choose **Select Available Fields** from the **Select an Output Type** dropdown.
2. The following displays; **Available Fields, Selected Fields, Custom view name fields** and **Save View** button.

Output: Output type   **—**

Select an output type:

SELECT AVAILABLE FIELDS ⬍

Include dropped records:

No ⬍

Available fields

☐ Beneficiary Race Code

☐ Beneficiary Residence SSA Standard County Code

☐ Beneficiary Residence SSA Standard State Code

> <

Selected fields

☐ Beneficiary Birth Date

☐ Beneficiary Identification Code

☐ Beneficiary Mailing Contact ZIP Code

Enter custom view name: ⓘ

My View

Save view

1. Select the checkboxes of the desired fields in the **Available Fields** box and click the right pointing arrow to move the fields to the **Selected Fields** box.
2. Enter a name in the **Enter Custom View Name** field.

Creating A New Request
Saved View

Once the **Save View** button has been selected, the user will receive a confirmation message notifying them that their custom view has been successfully saved.

Creating A New Request
Output

Enter custom view name: ℹ

My-View

Save view

✓ **My-View saved**
Custom view saved successfully.

Enter an identifier: ℹ

ID

Enter a description: ℹ

Description

Comma delimited: ℹ ☐

Apply output

Optional identifier and description fields can be added.

1. Enter a value in the **Enter an Identifier** field. This additional information will be incorporated in the file name to allow for easy identification of the output data.

2. Enter a description in the **Enter a Description** field. This meaningful description can be used for identifying a request.

3. Check the comma delimited checkbox, if needed.

4. Click the **Apply Output** button.

Output

Output Type:

SELECT AVAILABLE FIELDS

Selected Fields:

Beneficiary Birth Date ▼

Include dropped records:

No

Custom view name:

MY VIEW

Output file identifier:

ID

Request description:

DESCRIPTION

Create Search Criteria Set

Output: Output type   —

Select an output type: Include dropped records:

- output - ▼   No ▼

Enter an identifier: ⓘ

Enter a description: ⓘ

☐ Comma delimited: ⓘ

Apply output   ✔ **Output applied**
                                  Output applied successfully.

Once the **Apply Output** button has been selected, the user will receive a confirmation message notifying them that output has been applied. The criteria is added to the left side of the window.

Creating A New Request
Edit View

Output: Output type

Select an output type:

My View

Include dropped records:

No

Selected fields

Beneficiary Birth Date

Beneficiary Identification Code

Beneficiary Mailing Contact ZIP Code

Edit view

1. To edit a view select the custom name from the **Select an Output Type** dropdown.
2. All the selected fields previously saved will appear under the **Selected Fields** section.
3. Click the **Edit View** button to add more fields, if required.

Creating A New Request
Left Panel

CRITERIA SET2

🗑️ Field:**CLAIM DIAGNOSIS CODE(2)** ➕

CRITERIA SET1

🗑️ Field:**ANY DIAGNOSIS CODE(1)** ➕

Output

Output Type:
SELECT AVAILABLE FIELDS

Selected Fields:

Beneficiary Birth Date ⬍

Include dropped records:
No

Custom view name:
MY VIEW

Output file identifier:
ID

Request description:
DESCRIPTION

Users can view their selections on the left panel of the page as they move through the new request process. If criteria is changed or removed, it will be updated and displayed on the page real-time.

Output: Output type   —

Select an output type: Include dropped records:

MY-VIEW   ⬍   No   ⬍

Available fields		Selected fields

☐ Beneficiary Sex Identification Code   ☐ Beneficiary Birth Date

                                          >
☐ Beneficiary's Hospice Period Count   <   ☐ Beneficiary Identification Code

☐ Claim Accountable Care Organization (ACO)Identification Number   ☐ Beneficiary Mailing Contact ZIP Code

Enter custom view name: ⓘ

MY-VIEW   **Save view**

Enter an identifier: ⓘ

Enter a description: ⓘ

☐ Comma delimited: ⓘ

Apply output

Save   **Summary**

When the view is complete, click the **Summary** button.

SEARCH CRITERIA

CRITERIA SET1

Field
CLAIM DIAGNOSIS CODE

Operator
=

Value
123

CRITERIA SET2

Field
Any Diagnosis Code

Finder File Name
RAAI.DESY.FNDR.HICAN

Start Position
1

OUTPUT VIEW

Output Type
MY-VIEW

Comma Delimited
NO

Selected Fields
Beneficiary Birth Date

Include Dropped Records
NO

Output File Identifier
N/A

Request Description
N/A

Submit

To submit the request click the **Submit** button. The user will receive a notification that the request has been submitted successfully and the **Submission Summary** page will display.

Submission Summary

On the **Submission Summary** page the **Request ID** number is displayed along with the request details.

Manage Requests

The **Manage Request** function of DESY allows users to add requests and perform searches for existing requests. Users are also able to edit, copy, and view a summary of requests based on the current status of the request (ex. Submitted, Pending).

Manage Requests
Submitted Tab

Manage Request(s)

Search	Draft 62	**Submitted 138**	Completed (PARTD) 25

Request Id	DUA Number	Requested On	Status Details	Data Description	Request Description
159	12365	08/18/2020	● FAILED	PTD-IDR	
157	12365	08/17/2020	● FAILED	PTD-IDR	
156	12365	08/17/2020	● FAILED	PTD-IDR	
146	12365	08/15/2020	● FAILED	PTD-IDR	
145	12365	08/14/2020	● FAILED	PTD-IDR	

Rows per page: 5 ▼   1-5 of 138   ‹ ›

By default on the **Manage Request** page, the *Submitted* tab will be displayed.
The number in the circle denotes the number of requests for each tab.

Manage Requests
Super Requests

Request Id	DUA Number	Requested On	Status Details	Data Description	Request Description
40189	12988	12/17/2019	● CANCELLED	SAF	
40190	12988	12/17/2019	● SUPER	SAF	
40191	12988	12/17/2019	● CANCELLED	SAF	
40192	12988	12/17/2019	● CANCELLED	SAF	
40188	12988	12/12/2019	● CANCELLED	NCH	

Search   Draft 2   Submitted 24   Completed (PARTD) 0

Rows per page: 5   6-10 of 24   <   >

Legend: ● Super Requests   ● Not Completed   ● Completed   ● Cancelled/Denied

A value of Super under the **Status Detail** column indicates a request with multiple years of data.

Manage Requests
Completed (PARTD) Tab

Manage Request(s)

Search	Draft 57	Submitted 87	Completed (PARTD) 24

Request Id	DUA Number	Requested Date	Status Details	Request Description	Output File
95	12365	07/30/2020	● COMPLETED		a.i-DSY--3479.csv
94	12365	07/30/2020	● COMPLETED		a.i-DSY--3478.csv
92	12365	07/30/2020	● COMPLETED		a.i-DSY--3476.csv
93	12365	07/30/2020	● COMPLETED		a.i-DSY--3477.csv
85	12365	07/30/2020	● COMPLETED		a.i-DSY--3475.csv

1-5 of 24 ‹ ›

The **Completed PART D** tab includes both PART-D and PART-D RESTICTED requests and the associated **Output File** link.

63

Manage Requests
Completed (PARTD) – Output File

Requested Date	Status Details	Request Description	Output File
07/30/2020	● COMPLETED		a.i-DSY--3479.csv

Click here to download output file

Click the **Output File** link. A pop-up window will appear with a download URL link.

Output download

Download url expires in **(0:49)**

a.i-DSY--3479.csv ☑

Close

The user has 60 seconds to click on the **Download URL** link. An expiration timer is displayed for the User.

If the User does not click on the **Download URL** link within the allotted 60 seconds then the expiration time would be reached, click the **Close** button to close the pop up window.

Output download

File download link expired.Please close and try again.

Close

Click the **Close** button on the **Output Download** expired pop-up window.
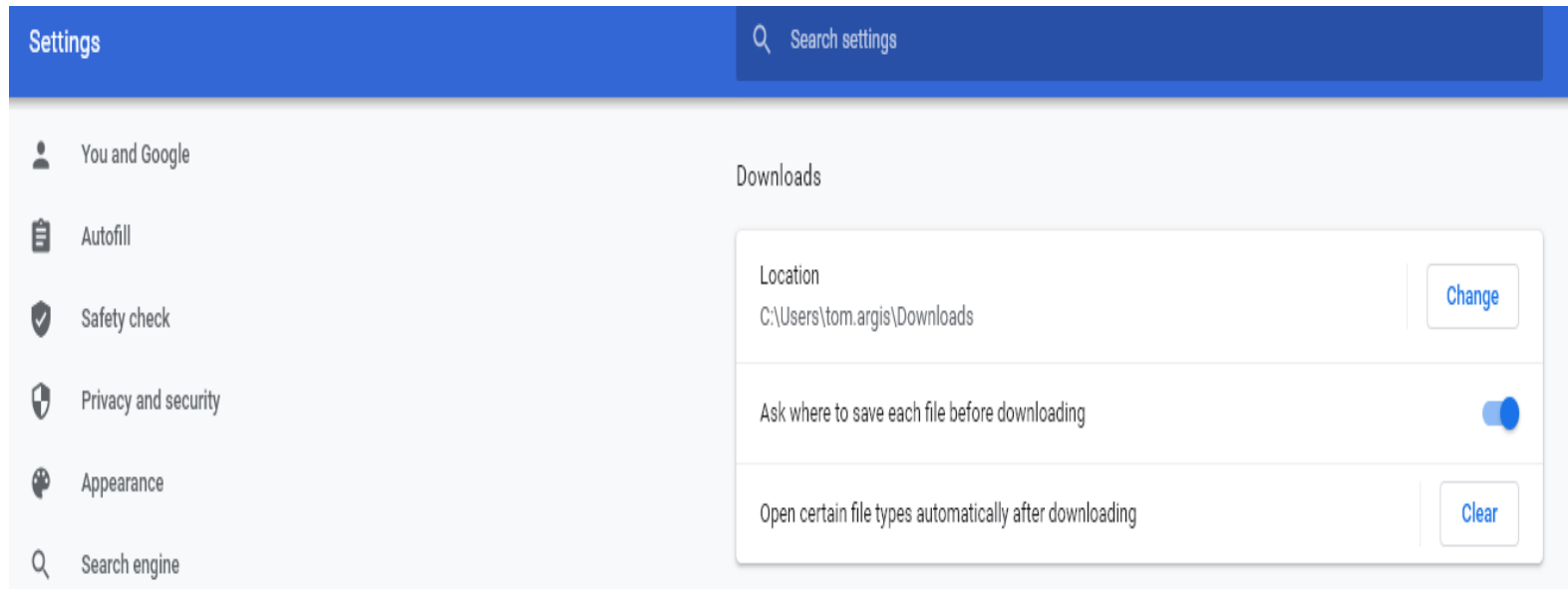
Once the user clicks on the **Download URL** link on the **Output Download** pop-up window the file will be downloaded to the designated location defined by the user.

The above example is a designated location defined in Google download settings.

Manage Requests
Search

Data Extract System (DESY)

Manage Request(s)

| Search | Draft 64 | Submitted 87 | Completed (PARTD) 0 |

Request ID: ℹ

DUA: ℹ

User ID: ℹ

User Name: ℹ

DUA Study/Project Name: ℹ

Request Status: ℹ

-Select Status- ⬍

☐ Admin Search: ℹ

From Date: ℹ

MM/DD/YYYY

To Date: ℹ

MM/DD/YYYY

Search

Clear

DESY users can perform a search and identify all requests with the same DUA.

Manage Requests
Draft Tab

Manage Request(s)

| Search | Draft 64 | Submitted 87 | Completed (PARTD) 0 |
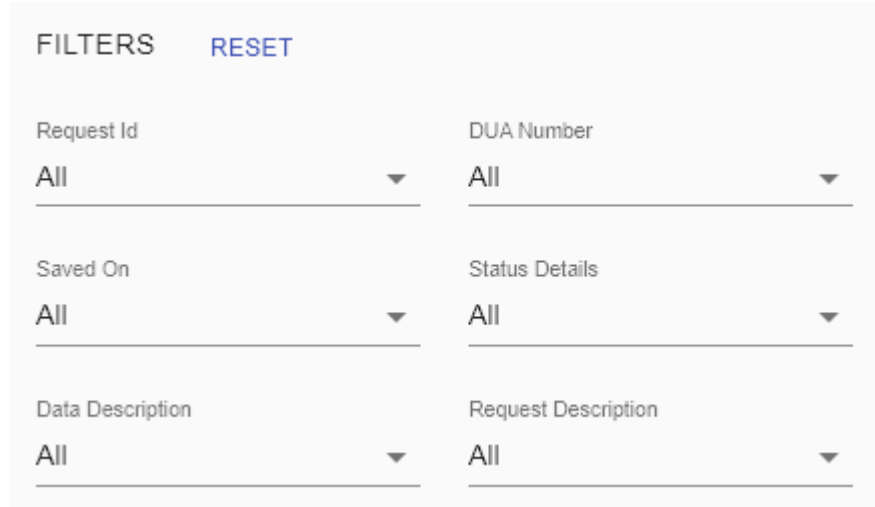
Request Id	DUA Number	Saved On	Status Details	Data Description	Request Description
25505	12365	07/24/2020	SAVED	NCH	
234	12365	07/24/2020	SAVED	PTD-IDR	
233	12364	07/24/2020	SAVED	PTD-IDR	
217	12365	07/21/2020	SAVED	PTD-IDR	
196	12365	07/21/2020	SAVED	PTD-IDR	

Rows per page: 5 ▾   1-5 of 64   ‹ ›

The **Draft Tab** contains saved requests that have not been submitted.

Manage Requests Filter
– *Draft folder*

FILTERS   RESET

Request Id

All

DUA Number

All

Saved On

All

Status Details

All

Data Description

All

Request Description

All

Request ID –This ID is generated after a request has been submitted.

DUA Number – The unique numerical value assigned by CMS for each DUA. The number must match exactly to meet filter criteria.

Saved On – The date the request was saved.

Status Details – Displayed the Status of the displayed request.

Data Description – Refers to the data source.

Request Description – Description provided by the user, prior to submission.

Manage Request(s)

Search	Draft **64**	Submitted **87**	Completed (PARTD) **0**

Request Id	DUA Number	Saved On	Status Details
25505	12365	07/24/2020	SAVED
234	12365	07/24/2020	SAVED
233	12364	07/24/2020	SAVED
217	12365	07/21/2020	SAVED
196	12365	07/21/2020	SAVED

To edit a request, from the **Draft** tab, click on the **Request ID** link.
*Note: If the selected request has been created and saved, the **Edit** button will be active. Requests cannot be edited once they have been submitted.*

Manage Request
Edit an Existing Request

Request Id	DUA Number	Requested On	Status	Data Description	Request Description			
244	12365	08/04/2020	SAVED	PTD-IDR		—	Edit	Summary

Click on the **Edit** link.

Manage Request
Copy a Submitted Request

Manage Request(s)

| Search | Draft 64 | Submitted 87 | Completed (PARTD) 0 |

Request Id	DUA Number	Saved On	Status Details
25505	12365	07/24/2020	SAVED
234	12365	07/24/2020	SAVED
233	12364	07/24/2020	SAVED
217	12365	07/21/2020	SAVED
196	12365	07/21/2020	SAVED

To copy a request, from the **Submitted** tab, click on the **Request ID** link.
*Note: If the selected request has been submitted, the **Copy** link will be displayed.*

Request Id	DUA Number	Requested On	Status	Data Description	Request Description			
40265	12988	04/22/2020	● PENDING APPROVAL	NCH	Test	Cancel	Copy	Summary

Click on the **Copy** link. The Copy Request pop-up window displays.

Copy Request

Are you sure you want to copy this request?

Yes   **Cancel**

Click the **Yes** button to copy the request or the **Cancel** button to return to the previous page.

Manage Request
Copying an Existing Request

A confirmation message will display letting the user know that a copy of their request has been moved to the **Request Creation** page.

1. The user will be taken to the **Request Creation** page where changes to fields can be made.

2. Select **Save** to save changes or **Cancel** buttons to return to the **Search page** without saving.

   Note: Depending on which fields have been changed, you may be required to re-enter data for subsequent fields. If you change a DUA in the properties, the entire request will need to be re-entered.

Manage Request
Cancel a Submitted Request

Manage Request(s)

Search	Draft 64	Submitted 87	Completed (PARTD) 0

Request Id	DUA Number	Saved On	Status Details
25505	12365	07/24/2020	SAVED
234	12365	07/24/2020	SAVED
233	12364	07/24/2020	SAVED
217	12365	07/21/2020	SAVED
196	12365	07/21/2020	SAVED

To cancel a request, from the **Submitted** tab, click on the **Request ID** link.
*Note: Only requests marked **Pending Approval** or **Submitted** in the status column can be canceled.*

Manage Request
Canceling a Request

Request Id	DUA Number	Requested On	Status	Data Description	Request Description			
40265	12988	04/22/2020	● PENDING APPROVAL	NCH	Test	Cancel	Copy	Summary

Click on the **Cancel** link. The Cancel **Request** pop-up window displays

Note: Only requests created by the user can be canceled.

Cancel Request

Are you sure you want to cancel this request?

Yes   Cancel

Click the **Yes** button to cancel the request or the **Cancel** button to return to the previous page.

A confirmation message will display letting the user know that the request was canceled. The status column will display "Cancel Requested."

Note: A canceled request can be edited, the request first has to be copied.

Manage Request
Summary

Request Id	DUA Number	Requested On	Status	Data Description	Request Description			
40265	12988	04/22/2020	● PENDING APPROVAL	NCH	Test	Cancel	Copy	Summary

← Back   🖨 Print

SUMMARY

① SAVED	② SUBMITTED	③ PENDING APPROVAL	④ CANCELLED/DENIED	⑤ EXTRACT IN PROCESS	⑥ COMPLETED

Request ID	Requested On	Request Status	Requested By	DUA Number
25519	07/28/2020	PENDING APPROVAL	TOM ARGIS	12365

Data source	Data type	State	Year
NCH NEARLINE FILE	FI HHA CLAIM RECORD	ALL STATES	2017

Study Name: DSY-CONTRACT-DEV - 03, DO NOT CHG W/O EMAILING DESY_SUPPORT@CMS.HHS.GOV

Output File Specification: D#DSY.@AAA2049.AQNH.@@ABCDEF.R0025519.OUT

SEARCH CRITERIA

CRITERIA SET1

Field
ANY DIAGNOSIS CODE

To view the details of a request, from any tab, click on the **Request ID** link, then click on the **Summary** link. The **Summary** page displays.

The **Summary** page also appears after a request is submitted. This shows the progress of the request at a quick glance.

Project Support Contacts

Component/Group/Team	Name	Contact Information	Responsibility
CMS IT Service Desk	n/a	Phone: (410)786-2580 Email: cms_it_service_desk@cms.hhs.gov	DESY first-level support. Receive, log, and track issues from DESY.
CMS Government Task Lead	Roseanne Dean	Roseanne.Dean@cms.hhs.gov	Government Task Leads (GTLs)
DESY Support Team	n/a	DESY_Support@cms.hhs.gov	Support users with DESY application questions, and technical/production support.

DESY User Guide

This User Guide is available on the DESY Website
http://www.cms.gov/desy/.

Appendices

Appendix A: Encryption Rules

Encryption methods must be used in order to protect private information. DESY uses the following encryption methods:

- **Age Range**
- **Blank**
- **Encrypt**
- **Year/Qtr**
- **Zero**

Note: This section does not apply to PKWARE or IBM z/OS encryption processing.

Appendix A: Encryption Rules

Age Range: The beneficiary birth date converts first to the beneficiary's entitled eligible date (the first month or the first of the month prior if born on the first day of a month). The age is then calculated against the CLM-FROM-DT field of the claim record, and then grouped into an age category as follows:

- 00000000 = Unknown
- 00000001 = < 65
- 00000002 = 65 through 69
- 00000003 = 70 through 74
- 00000004 = 75 through 79
- 00000005 = 80 through 84
- 00000006 = > 84

Blank: All data is blanked out.

Encrypt: The value passes to the encryption routine. All numerical bytes encrypted to another numerical value in the byte-by-byte encryption process. Alphabetical bytes are not encrypted and remain the same value. The exception is the Medicare Beneficiary Identification (MBI) Number field. Effective June 2018, the alpha and numerical bytes for this field are encrypted to numerical and alpha values respectively in the byte-by-byte process.

Year/Qtr: All designated dates are converted to the calendar year and quarter that encompass that date using the YYYYQ000 format.

Zero: All data is converted to zeros.

Appendix A: Encryption Rules

DESY Claims

Data Element Name	Claim Type(s)	Field Type	Encryption Method
Beneficiary Birth Date	All	Date	Age Range
Beneficiary Claim Account Number	All	Character	Encrypt
Beneficiary Identification Code (BIC)	All	Character	Encrypt
Beneficiary Mailing Contact Zip Code	All	Character	Blank
Carrier Claim Control Number	▪ Carrier ▪ Durable Medical Equipment Regional Center (DMERC)	Character	Blank
Carrier Claim Receipt Date	▪ Carrier ▪ DMERC	Date	Zero
Carrier Claim Referring Physician National Provider Identification Number	Carrier	Character	Encrypt
Carrier Claim Referring Physician Unique Physician Identification Number (UPIN)	Carrier	Character	Encrypt
Carrier Claim Referring Personal Identification Number (PIN – Profiling)	Carrier	Character	Blank

Appendix A: Encryption Rules

DESY Claims

Data Element Name	Claim Type(s)	Field Type	Encryption Method
Carrier Claim Scheduled Payment Date	▪ Carrier ▪ DMERC	Date	Zero
Carrier Line Drop Off Zip Code	Carrier	Number	Blank
Carrier Line Performing UPIN Number	Carrier	Character	Encrypt
Carrier Line Performing NPI Number	Carrier	Character	Encrypt
Carrier Line Performing PIN (Profiling Number)	Carrier	Character	Blank
Carrier Line Performing Provider Zip Code	Carrier	Character	Blank
Claim Admission Date	Inpatient	Date	Year/Qtr
Claim Attending Physician Given Name	▪ Home Health Agency (HHA) ▪ Hospice ▪ Inpatient ▪ Outpatient	Character	Blank
Claim Attending Physician Middle Initial Name	▪ HHA ▪ Hospice ▪ Inpatient ▪ Outpatient	Character	Blank

Appendix A: Encryption Rules

DESY Claims

Data Element Name	Claim Type(s)	Field Type	Encryption Method
Claim Attending Physician NPI Number	▪ HHA ▪ Hospice ▪ Inpatient ▪ Outpatient	Character	Encrypt
Claim Attending Physician Surname	▪ HHA ▪ Hospice ▪ Inpatient ▪ Outpatient	Character	Blank
Claim Attending Physician UPIN Number	▪ HHA ▪ Hospice ▪ Inpatient ▪ Outpatient	Character	Encrypt
Claim Demonstration Identification Number	All	Character	Blank
Claim From Date	All	Date	Zero
Claim HHA Care Start Date	HHA	Date	Year/Qtr
Claim Hospice Start Date	Hospice	Date	Year/Qtr
Claim Locator Number Group (HICAN)	All	Character	Encrypt

Appendix A: Encryption Rules

DESY Claims

Data Element Name	Claim Type(s)	Field Type	Encryption Method
Claim Medical Record Number	▪ HHA ▪ Hospice ▪ Inpatient ▪ Outpatient	Character	Blank
Claim Operating Physician Given Name	• HHA • Hospice • Inpatient • Outpatient	Character	Blank
Claim Operating Physician Middle Name	• HHA • Hospice • Inpatient • Outpatient	Character	Blank
Claim Operating Physician NPI Number	• HHA • Hospice • Inpatient • Outpatient	Character	Encrypt
Claim Operating Physician Surname	• HHA • Hospice • Inpatient • Outpatient	Character	Blank

Appendix A: Encryption Rules

DESY Claims

Data Element Name	Claim Type(s)	Field Type	Encryption Method
Claim Operating Physician UPIN Number	• HHA • Hospice • Inpatient • Outpatient	Character	Encrypt
Claim Other Physician Given Name	• HHA • Hospice • Inpatient • Outpatient	Character	Blank
Claim Other Physician Middle Initial Name	• HHA • Hospice • Inpatient • Outpatient	Character	Blank
Claim Other Physician NPI Number	• HHA • Hospice • Inpatient • Outpatient	Character	Encrypt
Claim Other Physician Surname	• HHA • Hospice • Inpatient • Outpatient	Character	Blank

Appendix A: Encryption Rules

DESY Claims

Data Element Name	Claim Type(s)	Field Type	Encryption Method
Claim Other Physician UPIN Number	• HHA • Hospice • Inpatient • Outpatient	Character	Encrypt
Claim Patient First Initial Given Name	All	Character	Blank
Claim Patient Six Position Surname	All	Character	Blank
Claim Patient First Initial Middle Name	All	Character	Blank
Claim Peer Review Organization (PRO) Control Number	• HHA • Hospice • Inpatient • Outpatient	Character	Blank
Claim Procedure Performed Date	• HHA • Hospice • Inpatient • Outpatient	Date	Year/Qtr
Claim Related Occurrence Date	• HHA • Hospice • Inpatient • Outpatient	Date	Year/Qtr

Appendix A: Encryption Rules

DESY Claims

Data Element Name	Claim Type(s)	Field Type	Encryption Method
Claim Service Facility Zip Code	• HHA • Hospice • Inpatient • Outpatient	Number	Blank
Claim Through Date	All	Date	Year/Qtr
Common Working File (CWF) Claim Accretion Date	All	Date	Year/Qtr
CWF Claim Accretion Number	All	Number	Zero
CWF Claim Assigned Number	All	Date	Year/Qtr
DMERC Claim Ordering Physician NPI Number	DMERC	Character	Encrypt
DMERC Claim Ordering Physician UPIN Number	DMERC	Character	Encrypt
DMERC Line Beneficiary Mailing State Code	DMERC	Character	Blank
DMERC Line Supplier NPI Number	DMERC	Character	Encrypt
Fiscal Intermediary (FI) Claim Process Date	▪ HHA ▪ Hospice ▪ Inpatient ▪ Outpatient	Date	Zero

Appendix A: Encryption Rules

DESY Claims

Data Element Name	Claim Type(s)	Field Type	Encryption Method
FI Claim Receipt Date	▪ HHA ▪ Hospice ▪ Inpatient ▪ Outpatient	Date	Zero
FI Claim Scheduled Payment Date	▪ HHA ▪ Hospice ▪ Inpatient ▪ Outpatient	Date	Zero
FI Document Claim Control Number	▪ HHA ▪ Hospice ▪ Inpatient ▪ Outpatient	Character	Blank
FI Original Claim Control Number	▪ HHA ▪ Hospice ▪ Inpatient ▪ Outpatient	Character	Blank
Line First Expense Date	▪ Carrier ▪ DMERC	Date	Zero
Line Last Expense Date	▪ Carrier ▪ DMERC	Date	Year/Qtr
Line Provider Tax Number	▪ Carrier ▪ DMERC	Character	Blank

Appendix A: Encryption Rules

DESY Claims

Data Element Name	Claim Type(s)	Field Type	Encryption Method
Medicare Beneficiary Identification (MBI) Number	▪ Carrier ▪ DMERC ▪ HHA ▪ Hospice ▪ Inpatient ▪ Outpatient	Character	Encrypt
NCH Beneficiary Discharge Date	▪ Inpatient ▪ HHA ▪ Hospice	Date	Year/Qtr
NCH Category Equitable Beneficiary Identification Code	All	Character	Encrypt
NCH Inpatient PRO Approval Grace Day Count	Inpatient	Number	Zero
NCH Inpatient PRO Approval Service From Date	Inpatient	Number	Zero
NCH Inpatient PRO Approval Service Thru Date	Inpatient	Date	Zero
NCH Qualified Stay From Date	HHA	Date	Zero
NCH Qualified Stay Through Date	HHA	Date	Year/Qtr

Appendix A: Encryption Rules

DESY Claims

Data Element Name	Claim Type(s)	Field Type	Encryption Method
NCH Weekly Claim Processing Date	All	Date	Zero
Patient Control Number	- HHA - Hospice - Inpatient - Outpatient	Character	Blank
Revenue Center Date	- HHA - Hospice - Inpatient - Outpatient	Date	Year/Qtr
Revenue Center Rendering Physician NPI Number	- HHA - Hospice - Inpatient - Outpatient	Character	Encrypt
Revenue Center Rendering Surname Name	- HHA - Hospice - Inpatient - Outpatient	Character	Blank

Appendix A: Encryption Rules

MEDPAR

Data Element Name	Claim Type(s)	Field Type	Encryption Method
Admission Date	MEDPAR	Date	Blank
Beneficiary Age Count	MEDPAR	Number	Age Range
Beneficiary Claim Account Number	MEDPAR	Character	Encrypt
Beneficiary Death Date	MEDPAR	Date	Blank
Beneficiary Mailing Contact Zip Code	MEDPAR	Character	Blank
Discharge Date	MEDPAR	Date	Zero
Original Claim Locator Group	MEDPAR	Character	Encrypt
Skilled Nursing Facility (SNF) Qualify Through Date	MEDPAR	Date	Encrypt
SNF Qualify From Date	MEDPAR	Date	Zero
Surgical Procedure Preform Date	MEDPAR	Date	Blank

Appendix A: Encryption Rules

DENOM

Data Element Name	Claim Type(s)	Field Type	Encryption Method
Claim Control Number (HIC)	DENOM	Character	Encrypt
Beneficiary Zip Code	DENOM	Character	Blank
Beneficiary Date of Birth	DENOM	Date	Zero
Beneficiary Date of Death	DENOM	Date	Zero

PART D/PART D Restricted

Data Element Name	Claim Type(s)	Field Type	Encryption Method
Claim Control Number	Part D/Part D Restricted	Varchar	Encrypt
Cardholder ID	Part D/Part D Restricted	Character	Encrypt
Rx Service Reference Number	Part D/Part D Restricted	Decimal	Encrypt
Health Insurance Claim Number (HICAN)	Part D/Part D Restricted	Character	Encrypt
Patient Date of Birth	Part D/Part D Restricted	Date	Year/Qtr
Product Service ID (NDC Code)	Part D/Part D Restricted	Character	Encrypt
Service Provider ID	Part D/Part D Restricted	Varchar	Encrypt
Prescriber ID	Part D/Part D Restricted	Varchar	Encrypt
Contract Number	Part D/Part D Restricted	Character	Encrypt
PBP ID	Part D/Part D Restricted	Character	Encrypt

Appendix B: Quarterly Data Availability Dates

NCH

Data Source	Quarter	Approx. Date Available in DESY
NCH	Q1	May for NCH data for the new year
	Q2	August for NCH data for the current year
	Q3	November for NCH data for the current year
	Q4	February for NCH data for the previous year
	Q5	Next May for NCH data for the previous year
	Q6	Next August for the NCH data for the previous year
NCH Trickle File	N/A	Next September for the NCH data for the previous year

<u>Example</u>
2017 Q1 – May 2017
2017 Q2 – August 2017
2017 Q3 – November 2017
2017 Q4 – February 2018
2017 Q5 – May 2018
2017 Q6 – August 2018
2017 Trickle File – September 2018

Appendix B: Quarterly Data Availability Dates

Standard Analytical Files (SAF)

Data Source	Quarter	Approx. Date Available in DESY
SAF	Q2	August for SAF data for the current year
	Q3	November for SAF data for the current year
	Q4	February for SAF data for the previous year
	Q5	May for the SAF data for the previous year
	Q6	August for SAF data for the previous year

Example
2017 Q2 – August 2017
2017 Q3 – November 2017
2017 Q4 – February 2018
2017 Q5 – May 2018
2017 Q6 – August 2018

Appendix B: Quarterly Data Availability Dates

MEDPAR CY

Data Source	Quarter	Approx. Date Available in DESY
MEDPAR CY	Q1	May for the MEDPAR Calendar Year (CY) data for the new year and each of its previous three years.
	Q2	August for MEDPAR CY data for the current year and each of its three previous years.
	Q3	November for MEDPAR CY data for the current year and each of its three previous years.
	Q4	February for MEDPAR CY data for the current year and each of its three previous years.

Example

2017 Q1, Data for years 2016, 2015, and 2014 – May 2017
2017 Q2, Data for years 2016, 2015, and 2014 – August 2017
2017 Q3, Data for years 2016, 2015, and 2014 – November 2017
2017 Q4, Data for years 2016, 2015, and 2014 – February 2018

Appendix B: Quarterly Data Availability Dates

MEDPAR FY

Data Source	Quarter	Approx. Date Available in DESY
MEDPAR FY	Q1	May for the MEDPAR Fiscal Year (FY) data for the new year and each of its previous two years.
	Q2	August for MEDPAR FY data for the current year and each of its previous two years.
	Q3	November for MEDPAR FY data for the current year and each of its previous two years.
	Q4	February for MEDPAR FY data for the current year and each of its previous two years.

Example
2017 Q1, Data for years 2016 and 2015 – May 2017
2017 Q2, Data for years 2016 and 2015 – August 2017
2017 Q3, Data for years 2016 and 2015 – November 2017
2017 Q4, Data for years 2016 and 2015 – February 2018

Appendix B: Quarterly Data Availability Dates

DENOM

Data Source	Quarter	Approx. Date Available in DESY
DENOM	Q1	July for DENOM data for the new year
	Q2	October for DENOM data for the current year
	Q3	January for DENOM data for the previous year
	Q4	April for DENOM data for the previous year

Example
2017 Q1 – July 2017
2017 Q2 – October 2017
2017 Q3 – January 2018
2017 Q4 – April 2018

Part D

Data Source	Quarter	Approx. Date Available in DESY
Part D	N/A	April for Part D data for the new year

Example
Data for year 2017 – April 2017