Care Coordination Innovations Project
Data Release Procedures

Introduction

HFS is proud to release an unprecedented quantity of data and data documentation to a wide variety of healthcare organizations. We believe that the data and documentation will allow partner organizations to gain insights into our recipient populations and their healthcare needs with exceptional ease and reliability. Specifically to meet CCIP needs, we have built the data environment necessary to produce the data and the written the documentation in a matter of months.

We expect imperfections within the data and its accompanying documentation, and we aim to provide revisions as necessary. We know that feedback from our partner organizations will help identify and minimize prospective problems, and we appreciate your forthrightness and patience as we work together towards a better healthcare system.

Data Release Procedures

In order to receive data, a partner organization must submit a Letter of Intent (LOI). The LOI include the Data Use Agreement, which satisfies Health Insurance Portability and Accountability Act (HIPAA) requirements. Additionally, the LOI is the first step to a proposal and allows us to offer valuable feedback on a proposed entity's viability prior to the data analysis step.

The LOI also requests that potential Care Coordination Entities (CCEs) and Managed Care Community Networks (MCCNs) describe their target population. From this first description, we will initiate a conversation with the partner organization's primary and data contact persons to specify the appropriate data set population(s), using the parameters available in our data mart. HFS will collaborate with partners to ensure that partner organizations receive the data most useful for their purposes.

Each target population will be assigned a unique population number, based on the order in which the target population description was received. If a revision to a partner organization's target population is required, we will assign a new population number. (As the numbers are issued in the order that data is run, a single partner organization may see a significant numbering gap between its initial population and a revised population.) The data release will also be numbered for the purposes of HFS' internal data controls. Therefore partners should expect to receive data tracked by a population number and a release number. (If the organization requests two target populations, each will have a distinct population number and the same release number.) Please use these numbers to refer to data in feedback to HFS and in a proposal for a new CCE or MCCN.

HFS will deliver data through the State of Illinois' Secure FTP Site. (If the partner organization cannot use the FTP site to receive data, we will substitute a CD/DVD delivered through the US Postal Service.)

Partner organizations can expect to receive a password-protected, zipped file containing the data, accompanying documentation, and a coversheet. The coversheet will include balancing totals for each of the export files to help partner organizations ensure they load the data properly.

Data Format Details

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

Tips for efficiently using the data

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

If anything about the data appears incorrect, please check the documentation, consult the Q&A portion of the website for updates, and use the contact information included with your data to contact HFS for assistance. When you contact HFS, please describe your question as specifically as possible, and please give us the population number(s) and release number of your data.

Corrections and Updates
We understand that some partner organizations may need to re-specify a target population after an initial data request has been fulfilled. We are willing to accommodate a reasonable number of changes on a time available basis.

If there is a major change in the data, HFS will require that every partner organization either receive new data or formally refuse. If inaccuracy in the data sets hinders the partner organization's proposal quality, HFS will take this into account during the proposal selection process.

Partner organizations can expect regular updates on issues related to the data. These will be delivered through the CCIP website and through emails sent to all partner organizations who wish to join. We will email a description of the release-to-release changes to the data and documentation to the data contact person specified in the Letter of Intent. (Additional information is available through our FAQ, which will also be updated as needed.)

Data Release Procedures in 11 Steps
1. Prepare and submit Letter of Intent (LOI) with Data Use Agreement completed and signed.
2. Receive feedback on LOI and make changes (if necessary).
3. Complete communication process with HFS data team to specify target populations for your data set.
4. Review and revise/approve documentation listing the attributes of the data you selected.
5. Allow two business days for HFS to process your data request.
6. Receive password and instructions for data download from HFS.
7. Retrieve zipped file with text (.txt) data files, documentation, and coversheet from the State of Illinois' Secure FTP Site.
8. Import data to the software of your choice.
9. Analyze data and integrate data-derived insights into proposal.
10. Monitor HFS Web site and emails for information on changes to data and documentation.
11. Contact HFS with any questions (if necessary), using the population number and release number to identify your data.

Questions?
If you have questions about data release procedures, please contact us via the 'Share your comments' section of the CCIP website or the contact information included with your data.