

<b>CMS Manual System</b>	Department of Health & Human Services (DHHS)
<b>Pub 100-20 One-Time Notification</b>	Centers for Medicare & Medicaid Services (CMS)
<b>Transmittal 616</b>	<b>Date: January 8, 2010</b>
	<b>Change Request 6767</b>

**SUBJECT: Common Working File (CWF) Non-Base Jobs to Base Jobs**

**I. SUMMARY OF CHANGES:** When transitioning the CWF Hosts from CAHABA and CDC to EDS EDC, it was noticed that both Hosts were running some non-base jobs to assist with the daily cycle processing. CMS has requested CWF to convert the non-base jobs to CWF maintainable software. Additionally, CWF will analyze and report if any part of the Host processing could be automated to ensure smooth cycle processing.

The CWF has received the non-base jobs from both CAHABA and CDC to analyze the current Host cycle processing done at both these data centers.

The effective and implementation dates will span across three releases with each of these dates implementing a portion of the non-base jobs as part of the base system for CWF.

**NEW/REVISED MATERIAL**

**EFFECTIVE DATE: EFFECTIVE DATE WILL SPAN ACROSS 3 RELEASES, APRIL 1, 2010, JULY 1, 2010, AND OCTOBER 1, 2010**

**IMPLEMENTATION DATE: IMPLEMENTATION DATE WILL SPAN ACROSS 3 RELEASES, APRIL 5, 2010, JULY 6, 2010, AND OCTOBER 4, 2010**

*Disclaimer for manual changes only: The revision date and transmittal number apply only to red italicized material. Any other material was previously published and remains unchanged. However, if this revision contains a table of contents, you will receive the new/revised information only, and not the entire table of contents.*

**II. CHANGES IN MANUAL INSTRUCTIONS: (N/A if manual is not updated)  
R=REVISED, N=NEW, D=DELETED**

<b>R/N/D</b>	<b>CHAPTER / SECTION / SUBSECTION / TITLE</b>
N/A	

**III. FUNDING:**

**SECTION A: For Fiscal Intermediaries and Carriers:**

No additional funding will be provided by CMS; contractor activities are to be carried out within their operating budgets.

**SECTION B: For Medicare Administrative Contractors (MACs):**

The Medicare Administrative Contractor is hereby advised that this constitutes technical direction as defined in your contract. CMS does not construe this as a change to the MAC Statement of Work. The contractor is not obligated to incur costs in excess of the amounts allotted in your contract unless and until specifically authorized by the contracting officer. If the contractor considers anything provided, as described above, to be outside the current scope of work, the contractor shall withhold performance on the part(s) in question

and immediately notify the contracting officer, in writing or by e-mail, and request formal directions regarding continued performance requirements.

#### **IV. ATTACHMENTS:**

##### **One-Time Notification**

*\*Unless otherwise specified, the effective date is the date of service.*

# Attachment – One Time Notification

<b>Pub. 100-20</b>	<b>Transmittal: 616</b>	<b>Date: January 8, 2010</b>	<b>Change Request: 6767</b>
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**SUBJECT: Common Working File (CWF) Non-Base Jobs to Base Jobs**

**Effective Date: Will span across 3 releases – April 1, 2010, July 1, 2010, and October 1, 2010**

**Implementation Date: Will span across 3 releases – April 5, 2010, July 6, 2010, and October 4, 2010**

## I. GENERAL INFORMATION

**A. Background:** When transitioning the CWF Hosts from CAHABA and CDC to EDS EDC, it was noticed that both Hosts were running some non-base jobs to assist with the daily cycle processing. CMS has requested Common Working File Maintainer (CWFM) to convert the non-base jobs to CWFM maintainable software. Additionally, CWFM will analyze and report if any part of the Host processing could be automated to ensure smooth cycle processing.

The CWFM has received the non-base jobs from both CAHABA and CDC to analyze the current Host cycle processing done at both these data centers.

The effective and implementation dates will span across three releases with each of these dates implementing a portion of the non-Base jobs as part of the base system for CWF.

**B. Policy:** The nine CWF Host operations have been transitioned from CAHABA and companion data services to the EDS data center. This requires that the scheduling and operational procedures from each Host also be migrated to the EDS data center. The various Hosts have been operating the legacy CWF system uniquely based on their data center operations. Due to the consolidation of the Hosts into one data center (EDS), CMS would like to standardize the operations of the CWF System. CMS would like the CWF Maintainer to incorporate this standardization into the CWF Software.

The 2020 LLC, has performed the analysis for the non-base jobs becoming part of the CWF base system under CWF user CR 26645, which is the basis for the business requirements within this CR and should be referenced when writing the requirements and coding.

## II. BUSINESS REQUIREMENTS TABLE

*Use "Shall" to denote a mandatory requirement*

Number	Requirement	Responsibility (place an "X" in each applicable column)									
		A / B  M A C	D M E  M A C	F I	C A R I E R	R H I	Shared-System Maintainers				OTHER
						F I S S	M C S	V M S	C W F		
6767.1	The CWF Maintainer shall provide a listing for which of the 3 releases, Business Requirements 2 – 21 would best be implemented in with Business Requirement 2 given the highest priority.									X	HP CWF EDC Host
6767.2	The CWF Maintainer shall implement a system balancing feature for the entire CWF Software.									X	HP CWF EDC

Number	Requirement	Responsibility (place an "X" in each applicable column)										
		A / B  M A C	D M E  M A C	F I	C A R R I E R	R H H I	Shared-System Maintainers				OTHER	
							F I S S	M C S	V M S	C W F		
											Host	
6767.3	The CWF Maintainer shall implement a job auditing feature for the entire CWF Software.										X	HP CWF EDC Host
6767.4	The CWF Maintainer shall create a cycle-date file that will carry the current cycle date and next cycle date.  The cycle date file should also indicate if daily, weekly, monthly, or yearly cycle is being run.										X	HP CWF EDC Host
6767.5	The CWF Maintainer shall create a prior cycle checks job to read the AMEN batch control files from prior cycle and ABEND if the site status and site file status on the on the files are not 'completed' for all sites, OSA and Host.										X	HP CWF EDC Host
6767.6	The CWF Maintainer shall create a CMS input file verification job to verify that CMS input files are valid prior to processing the HICC transaction. Generation of cycle date cards must be completed for the day.										X	HP CWF EDC Host
6767.7	The CWF Maintainer shall create a satellite input file verification job that will read each satellite input file and perform the following functions soon as the NDM is received:  (1) Ensure that the site ID on the dataset DSN name matches the file header.  (2) Validate the contractor number sent on header belongs to the processing Host site by matching with the CABHOSC file.  (3) Validate the trailer and record counts on the file.  (4) Allow merging of multiple satellite files from the same contractor so that a single file is created with a single header and trailer record.  (5) Create a GDG naming convention for the NDM file that includes site ID and date. Create a job that will execute at the end of each days cycle and generate a new GDG that will be used to receive NDM datasets from satellites. e.g., XXXX.SITEID.DATE.XXXXX.XXXXX										X	HP CWF EDC Host

Number	Requirement	Responsibility (place an "X" in each applicable column)									
		A / B  M A C	D M E  M A C	F I	C A R R I E R	R H H I	Shared-System Maintainers				OTHER
							F I S S	M C S	V M S	C W F	
	<p>for EDS EDC: Ensure test claims files will fail when accidentally taken into the production cycles.</p> <p>(1) Access the NDM Log using the expected NDM process name that the production site uses. Compare the origin file name to an expected file name. If compares fail then do not process the site. Restart site by manually overriding the file.</p>										
6767.8	<p>The CWF Maintainer shall create an OSA file from Hosts verification job that will be executed for each Host transmission file. Read each Host transmit input file (CAB\$HRCV input) and perform the following functions soon as the NDM is received:</p> <p>(1) Ensure that the Host ID on the dataset DSN name matches the Host ID on the file header.</p> <p>(2) Compare the sequence number of the Host file with the OSASTRCV (OSA TRACKING FILE) from the previous cycle. If the new sequence number is other than 1 or more than the prior cycle, error the Host input file. (P506030D)</p> <p>(3) Validate the trailer and record counts on the file. Flag empty files.</p> <p>(4) Allow merging of multiple Host transmit files from the same Host so that a single file is created with a single header and trailer record.</p>								X	HP CWF EDC Host	
6767.9	<p>The CWF Maintainer shall create a XREF file from Hosts verification job that will be executed for each Host XREF Transmission File. Read Host XREF Input File (CAB\$BMP1 CABDNDMx input) and perform the following functions soon as the NDM is received:</p> <p>(1) Ensure that the Host ID on the dataset DSN name matches the Host ID on the file header.</p> <p>(2) Ensure that all records in the incoming Host files are in sequence before executing CABMDC06 job for CABDBEME. (SEQXREF)</p> <p>(3) Validate the trailer and record counts on the file.</p>								X	HP CWF EDC Host	

Number	Requirement	Responsibility (place an "X" in each applicable column)									
		A / B  M A C	D M E  M A C	F I	C A R R I E R	R H H I	Shared-System Maintainers				OTHER
							F I S S	M C S	V M S	C W F	
	Flag empty files.  (4) Allow merging of multiple Host XREF transmit files from the same Host so that a single file is created with a single header and trailer record.										
6767.10	The CWF Maintainer shall create a HICR Output File (CWFP0060) job to add a header and trailer record for the HICRAUDT.									X	HP CWF EDC Host
6767.11	The CWF Maintainer shall create a site claims processing balancing job in CABMDA05 to read the input claims input file and generate a REPORT displaying statistics on ISA and OSA input transactions processed.									X	HP CWF EDC Host
6767.12	The CWF Maintainer shall create a new PROC that will backup all the Host eligibility requests to a datasets and then delete the whole family of generations for the datasets received from Hosts for the day. Feed the new backup file to the proc ELG\$OSAL. Modify ELG\$OSAL to receive the backup file created in ELG\$HBKP.  At the end of the proc create empty generations of input datasets for the next day.									X	HP CWF EDC Host
6767.13	The CWF Maintainer shall create a track OSA job for claims with invalid contractors nos prior to execution of CABDHXMT to ensure the OSA claims created by the Host has valid contractor numbers.  Invalid contractors should go to an OSA invalid records tracking file to be researched.									X	HP CWF EDC Host
6767.14	The CWF Maintainer shall create a new CMS transaction HCMS that will display all information that could be viewed only by CMS and Host.  This transaction can Host the following information to begin with:  1 HICP - ESRD Monthly Capitation Payment (MCP) database;  2 HICR audit report data;									X	HP CWF EDC Host

Number	Requirement	Responsibility (place an "X" in each applicable column)									
		A / B  M A C	D M E  M A C	F I	C A R R I E R	R H I	Shared-System Maintainers				OTHER
							F I S S	M C S	V M S	C W F	
	<p>3 IUR reports;</p> <p>4 Counts on invalid contractor satellite responses created; and</p> <p>5 Any other information that CMS desires to see.</p>										
6767.15	The CWF Maintainer shall create a random sampling of HICR audit reports and condense the daily HICR Audit report files into a monthly file and yearly file, so that data can be retrieved for audits at any time.									X	HP CWF EDC Host
6767.16	The CWF Maintainer shall modify CWF M PROCS to be fully symbolic and flexible The PROCS provided in CWF Software must be transparent and flexible so that the Hosts can override any part of the processing resources as they execute the CWF cycle.									X	HP CWF EDC Host
6767.17	The CWF Maintainer shall allow both batch/online updates to the CABSTAB modify the DA05 job so that CABSTAB is not uniquely held for each single satellite. (e.g., thru EXCIs).									X	HP CWF EDC Host
6767.18	The CWF Maintainer shall split L1001/L1002 using sort enable EDC to mail L1001/L1002 reports to contractors without manually splitting the reports.									X	HP CWF EDC Host
6767.19	<p>The CWF Maintainer shall ensure open files for AMEN processing add a process to open all CICS files soon as AMEN is initiated for start of site processing (HISC).</p> <p>A program similar to HABBOPEN can be initiated to open files.</p>									X	HP CWF EDC Host
6767.20	The CWF Maintainer shall create a validate response trailer, audit the satellite response files created by CWF cycles.									X	HP CWF EDC Host
6767.21	<p>The CWF Maintainer shall analyze the removal of the dedicated terminal processing to modify AMEN to remove dependence on dedicated terminal processing for each Host site.</p> <p>This task needs a CR to be written for conducting detail analysis and implementation.</p>									X	HP CWF EDC Host
6767.22	The CWF Maintainer shall simplify AMEN HISC restart process AMEN modules trigger multiple									X	HP CWF

Number	Requirement	Responsibility (place an "X" in each applicable column)									
		A / B  M A C	D M E  M A C	F I	C A R R I E R	R H H I	Shared-System Maintainers				OTHER
							F I S S	M C S	V M S	C W F	
	individual transactions to execute the cycle thus making it complex to restart HISC when ABEND occurs.  Modify AMEN to allow Hosts to trigger simpler restart process.  This task needs a CR to be written for conducting detail analysis and implementation.									EDC Host	

### III. PROVIDER EDUCATION TABLE

Number	Requirement	Responsibility (place an "X" in each applicable column)									
		A / B  M A C	D M E  M A C	F I	C A R R I E R	R H H I	Shared-System Maintainers				OTHER
							F I S S	M C S	V M S	C W F	
	None										

### IV. SUPPORTING INFORMATION

**Section A: For any recommendations and supporting information associated with listed requirements, use the box below:**

*Use "Should" to denote a recommendation.*

X-Ref Requirement Number	Recommendations or other supporting information:
	None

**Section B: For all other recommendations and supporting information, use this space:**

### V. CONTACTS

**Pre-Implementation Contact(s):** Kathryn Woytan, [Kathryn.Woytan@cms.hhs.gov](mailto:Kathryn.Woytan@cms.hhs.gov), 410.786.4982 for CWF.  
**Post-Implementation Contact(s):** Kathryn Woytan, [Kathryn.Woytan@cms.hhs.gov](mailto:Kathryn.Woytan@cms.hhs.gov), 410.786.4982 for CWF.

### VI. FUNDING

**Section A: For *Fiscal Intermediaries (FIs)*, *Regional Home Health Intermediaries (RHHIs)*, and/or *Carriers*, use only one of the following statements:**



No additional funding will be provided by CMS; contractor activities are to be carried out within their operating budgets.

**Section B: *For Medicare Administrative Contractors (MACs):***

The Medicare Administrative Contractor is hereby advised that this constitutes technical direction as defined in your contract. CMS does not construe this as a change to the MAC Statement of Work. The contractor is not obligated to incur costs in excess of the amounts allotted in your contract unless and until specifically authorized by the contracting officer. If the contractor considers anything provided, as described above, to be outside the current scope of work, the contractor shall withhold performance on the part(s) in question and immediately notify the contracting officer, in writing or by e-mail, and request formal directions regarding continued performance requirements..