DHSS Program Management

Interface Control Document
Describing the Service Area File (SAF) Data Exchange to MDR
Baseline

Approved Version

May 25, 2010



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Preface

This document describes the interface that provides the Service Area File (SAF) to the Military Health System (MHS) Data Repository (MDR). MDR is managed by the Defense Health Services Systems (DHSS) Program Office. The SAF files are developed by and sent from Altarum, a contractor working for Health Programs Analysis and Evalution (HPA&E) division.

This document is under DHSS project configuration control. Changes to this document will be made by document change notice (DCN) or by complete revision.

Questions on proposed changes concerning this plan should be addressed to:

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Abstract

The Defense Health Services Systems (DHSS) Program Office manages a number of information technology systems including the Military Health System (MHS) Data Repository (MDR). This document is the Interface Control Document (ICD) that specifies the Service Area File (SAF) data extracts provided to MDR. Information and meta data regarding the data feed are detailed in this ICD.

**Keywords:** Defense Health Support Systems, Decision Support, Executive Information, Interface Control Document, MHS Data Repository, Service Area File, DHSS, DS, EI, ICD, MDR, SAF

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# Introduction

## Document Identification

This document describes the interface that provides the Service Area File (SAF). SAF is used as a reference file to process various medical claims such as Active Duty Dental Program (ADDP) claims.

## Scope

This document describes the file parameters and record layout for the SAF that the DHSS Program Office receives from Altarum, the contractor responsible for developing the SAF. Altarum is under contract to Health Programs Analysis and Evaluation (HPA&E) to do this work.

## System Overview

The SAF is a set of records that identifies health programs that are available and eligible for specific areas within the United States by ZIP Code. The SAF is currently received by email to DHSS Operations. DHSS Operations scans the file and then uploads the file into the Military Health System (MHS) Data Repository (MDR).

The main host of the MDR is an IBM RS/6000SP multi-node computing platform located at the Defense Enterprise Computing Center (DECC)Oklahoma City, OK (OKC).

## Reference Documents

EIDS Program Office, *CEIS Operational Requirements Document (ORD)*, Falls Church, VA, December 1997.

EIDS Program Office, *Initial Capabilities Document (ICD),* dated March 2006 (pending JROC approval).

## Operational Agreement

This ICD provides the technical specification for an interface between Altarum and the DHSS Program Office regarding SAF data files. It is the responsibility of the responsible TMA Office (i.e., HPA&E) to notify DHSS of any potential or planned changes to data feed formats or contents as soon as these potential changes are known in order to minimize adverse impacts on the MDR. When required, modifications to the ICD will be made by the data receiver (i.e., DHSS Program Office), and a copy of the revised ICD will be sent to the data sender (i.e., HPA&E through Altarum).

Appendix A delineates the SAF data file that DHSS receives from Altarum.

Should problems occur with the interface, DHSS data production support personnel will immediately contact Altarum personnel. Should there be systemic data problems recognized during MDR processing, DHSS members will coordinate with their counterparts in HPA&E.

# Data Specification

## Identification of Data Exchanges

This ICD addresses the following data exchange from Altarum to DHSS:

* Service Area File (SAF) file.

This ICD will be changed *only* if the interface changes from the interface specified herein.

## Precedence and Criticality of Requirements

SAF is used as a reference file to process various medical claims. Processing cannot proceed without these updated reference files. Updates are required for effective performance of the business. An inability to obtain this data could have adverse consequences on the ability of MHS managers to oversee MHS program operations.

## Communications Methods

Altarum, as contracted by HPA&E, generates the SAF file and sends the file via email to DHSS Operations monthly, normally by the 20th day of the month. The file is scanned and then uploaded into MDR for use in processing various medical claims. MDR is physically located at Oklahoma City (OKC) Defense Enterprise Computing Center (DECC).

The SAF files DO NOT contain Protected Health Information (PHI) and there is NO classified information contained in the files.

## Performance Requirements

There are no unique performance requirements for this data. The data needs to be provided according to a regularly scheduled time frame.

## Security and Integrity

The data exchanged in this interface does not contain protected patient level identifiable information. The aggregate data within the DHSS processing area contains sensitive data. Therefore it will be protected in accordance with the security requirements mandated for all "Sensitive Information Systems" by the requirements of DoD Directive 8500.1 and DoD Instruction 8500.2. These standards help ensure compliance with the following Federal laws:

* Privacy Act of 1974
* U.S. Code, Title 10, Section 1030, Fraud and Related Activity in Connection with Computers
* Computer Security Act of 1987

All Tier 3 vendors working to develop the ADDP datasets have a DoD Data Use Agreement (DUA) on file with the TMA Privacy Office. In addition, this interface and associated Information Assurance (IA) and security controls are documented in the Datamarts System Security Authorization Agreement (SSAA) as MDR and is now part of the Datamarts accreditation boundary.

### Data Integrity and Quality

Data integrity and quality of raw data files that DHSS receives involve processes that answer the following questions:

1. Did DHSS catch the files?
2. Are the files readable and complete?
3. Do the record counts within the files agree with other sources of what should have been received?
4. Are the data field values within the records accurate within reason?

Answering the first 3 questions involves automated and accepted assessment methods that have matured over the last 10 years. SAF records are reference data and are accepted by DHSS as-is. DHSS has implemented the following processes with respect to the questions:

1. DHSS validates that Operations receives the email file from Altarum as pre-determined in the schedule.
2. Automated methods insure the file is readable, is virus-free, and the file is complete.
3. There are no record counts comparisons that can be accomplished with SAF.
4. The field data values must meet the prescribed values or the reference file cannot be used. Should values be out tolerance, this will be made known to Altarum and an updated SAF will be required.

The methods continue to mature as better methods, data sources, and technology advance.

**Appendix A: SAF File Extract**

**A.1 File Format**

The Service Area File (SAF) is a set of records that identifies health programs that are available and eligible for specific areas within the United States by ZIP Code. It is used by a number of users such as a reference file in processing Active Duty Dental Program (ADDP) claims.

**A.2 Record Layout**

Table A-1 describes the layout of each SAF record, a file containing many records. Record data elements are pipe (“|”) delimited, and the record is terminated by the asterisk character (“\*”). Each month Altarum prepares the file and emails the file to DHSS Operations. The file is scanned and uploaded into the MHS Data Repository (MDR).

**A.3 File Operational Context**

As described above in paragraph A.1, the SAF is used as a reference file to process various medical claims.

Table A‑1 SAF Record Data Elements

| Field # | Field Name(logical name) | Field Length | Data Type | Value Range | Functional Description |
| --- | --- | --- | --- | --- | --- |
| 1 | ZIP Code | 5 | A-numeric | NA | Postal zip code number. |
| 2 | City | 20 | A-numeric | NA | The text name of a city. |
| 3 | State | 2 | A-numeric | NA | The two-character abbreviation of a state within the United States. |
| 4 | TRICARE Region | 2 | A-numeric | 14, 15, 17, 18, 19 | The code that represents a geographical region (health Services Region) of the military health system.14 Pacific TRICARE Prime15 Latin America/Canada TRICARE Prime17 TRICARE North18 TRICARE South19 TRICARE West |
| 5 | Current ZIP Code Flag | 1 | A-numeric | 0, 1 | Validity of the ZIP Code according to the US Postal Service. Coded as follows:0 Not valid1 Valid |
| 6 | USFHP | 1 | A-numeric | 0, 1 | ZIP Code eligibility for the Uniformed Services Family Health Program (USFHP). Coded as follows:0 Not eligible1 Eligible |
| 7 | Senior Prime | 1 | A-numeric | 0, 1 | ZIP Code eligibility for the Senior Prime health program. Coded as follows:0 Not eligible1 Eligible |
| 8 | Complete Prime Remote | 1 | A-numeric | 0, 1 | ZIP Code eligibility for the Complete Prime Remote health program. Coded as follows:0 Not eligible1 Eligible |
| 9 | Remote Active Duty Dental | 1 | A-numeric | 0, 1 | ZIP Code eligibility for the Remote Active Duty Dental health program. Coded as follows:0 Not eligible1 Eligible |
| 10 | FEHBP | 1 | A-numeric | 0, 1 | ZIP Code eligibility for the Federal Employee Health Benefit Program (FEHBP). Coded as follows:0 Not eligible1 Eligible |
| 11 | Pharmacy Redesign Pilot | 1 | A-numeric | 0, 1 | ZIP Code eligibility for the Pharmacy Redesign Pilot health program. Coded as follows:0 Not eligible1 Eligible |
| 12 | BRAC Pharmacy | 1 | A-numeric | 0, 1 | ZIP Code eligibility for the Base Realignment And Closure (BRAC) Pharmacy program. Coded as follows:0 Not eligible1 Eligible |
| 13 | Filler | 1 | A-numeric | None | Field that serves as a filler between record fields. |
| 14 | Filler | 1 | A-numeric | None | Field that serves as a filler between record fields. |
| 15 | End of Record | 1 | A-numeric | “\*” | Asterisk character marks the end of a record. |

**Appendix B: Acronyms**

|  |  |
| --- | --- |
| ADDP | Active Duty Dental Program |
| BRAC | Base Realignment and Closure |
| CCB | Configuration Control Board |
| CEIS | Corporate Executive Information System |
| DCN | Document Change Notice |
| DECC | Defense Enterprise Computing Center  |
| DHSS | Defense Health Services Systems  |
| DoD | Department of Defense |
| DUA | Data Use Agreement |
| EIDS | Executive Information Decision Support |
| FEHBP | Federal Employee Health Benefit Program |
| HIPAA | Health Insurance Portability and Accountability Act |
| HPA&E | Health Programs Analysis and Evaluation Division |
| IA | Information Assurance |
| ICD | Initial Capabilities Document |
| ICD | Interface Control Document |
| JROC | Joint Requirements Oversight Council |
| MDR | MHS Data Repository |
| MHS | Military Health System |
| OKC | Oklahoma City |
| ORD | Operational Requirements Document |
| PHI | Protected Health Information  |
| SAF | Service Area File |
| SSAA | System Security Authorization Agreement  |
| TMA | TRICARE Management Activity |
| USFHP | Uniformed Services Family Health Plan |