

## FFY 2020 Health Home Core Set Reporting: Data Quality Checklist for States

This data quality checklist was developed to help states improve the completeness, accuracy, consistency, and documentation of data reported for the 2020 Health Home Core Set measures. This will enable more accurate understanding of variations across states due to deviations from the technical specifications or unique aspects of a state’s Health Home or Medicaid program. The checklist includes common issues noted in the data reported for previous years. States can use the checklist below to assess their data as it is entered. The list of 2020 Health Home Core Set measures, including the acronyms used in this technical assistance resource, is available at <https://www.medicaid.gov/state-resource-center/medicaid-state-technical-assistance/health-home-information-resource-center/downloads/2020-health-home-core-set.pdf>. To obtain technical assistance with the Health Home Core Set measures, please contact the TA mailbox at [MACQualityTA@cms.hhs.gov](mailto:MACQualityTA@cms.hhs.gov).

<b>Data Completeness</b>	
<input type="checkbox"/>	<p>Numerators, denominators, and rates should be reported for all measures. For measures that the state chooses not to report, please provide specific information on the reasons for not reporting the measure for FFY 2020.</p> <ul style="list-style-type: none"> <li>Numerators, denominators, and rates should be reported for all age groups and rate categories. If one or more rates within a measure cannot be reported, states should use the text box provided to explain why the rate is not being reported.</li> </ul>
<input type="checkbox"/>	<p>If a measure was calculated using the hybrid method, states should report as much information as possible about how the state calculated the Health Home program-level rate.</p> <ul style="list-style-type: none"> <li>States should enter the numerator and denominator that were used to calculate the program-level rate in the Numerator and Denominator fields. If this information is not available, states should enter 0 in these fields and explain why the information is unavailable in the “Additional Notes/Comments on Measure” section.</li> <li>States should also complete the additional fields for measures calculated using the hybrid method, including the Sample Size and Measure-Eligible Population fields. In most cases, the Denominator should equal the Sample Size reported. If the Sample Size differs from the Denominator (for example, due to weighting or oversampling), the state should explain the difference in the “Additional Notes/Comments on Measure” section.</li> </ul>
<input type="checkbox"/>	<p>When a state develops a weighted rate combining data across multiple reporting units, the state should report the rate for the combined data in the “Rate” field. In addition, the state should also check “Yes” under “Did you Combine Rates from Multiple Reporting Units (e.g., Health Home Providers) to Create a Health Home Program-Level Rate.” The information entered in the numerator and denominator fields will vary depending on the method used to calculate a Health Home program-level rate:</p> <ul style="list-style-type: none"> <li>If a program-level rate is calculated using only administrative method data, states should enter the numerator and denominator totals in the Numerator and Denominator fields.</li> </ul>

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	<ul style="list-style-type: none"> <li>• If a program-level rate is calculated using only hybrid method data, states should enter the total size of the sample used to calculate the measure across reporting units in the Denominator field and sum the numerators for each reporting unit in the Numerator field. The state should also indicate that the denominator is a sum of samples in the “Additional Notes/Comments on Measure” section and provide numerators and denominators for each reporting unit.</li> <li>• If the program-level rate is calculated using a combination of administrative and hybrid method data, states should enter the total measure-eligible population in the Denominator field and enter 0 in the Numerator field. In the “Additional Notes/Comments on Measure” section, the state should identify the number of reporting units that used each method (administrative and hybrid) and provide numerators and denominators for each reporting unit.</li> </ul>
<input type="checkbox"/>	<p>The reported data for each measure should include the total measure-eligible population as defined by the Health Home Core Set Technical Specifications. All enrollees who are eligible for the services or outcomes assessed in the measure should be included.</p> <ul style="list-style-type: none"> <li>• If eligible groups were excluded from the measure (such as Health Home providers, programs, delivery systems, or populations), the excluded group(s) should be described; the percentage of the eligible population excluded should be noted; and the reason for the exclusion should be explained in the “Definition of Population Included in the Measure” section. States should report this information for all applicable measures. If there has been a change in the included populations since the previous reporting year, please provide any available context in the “Additional Notes/Comments on Measure” section.</li> <li>• In the field “Which delivery systems are represented in the Denominator?” states should provide information about each delivery system in the state (fee-for-service, primary care case management, managed care, integrated care models, and other). In this field, states should estimate the percentage of measure-eligible beneficiaries from that delivery system included in the data for the measure. For example, if the population included in the reported data represents all of the state’s managed care beneficiaries and half of the state’s fee-for-service beneficiaries, states should enter 100 percent for managed care and 50 percent for fee-for-service. If none of the beneficiaries from the delivery system are included, enter 0 percent. States should also enter the number of managed care plans included in the data. If some of the managed care plans are missing from a measure, the state should identify the number of missing managed care plans and explain why they are missing in the “Additional Notes/Comments on Measure” section. States should report this information for each measure.</li> <li>• In addition to reporting the populations included in each measure, states can also provide information about the delivery systems that are used for the state’s total Health Home population in the “Delivery System” section on the Administration Screen. This information provides important context about the population included in and excluded from reported measures. On the Administration Screen, the percentage of enrollees in each delivery system should add up to 100 percent for each age group. For example, a state might indicate that 80 percent of its Health Home population age 0 to 17 is enrolled in managed care and 20 percent of that age group covered under fee-for-service. The state might also report that 60 percent of its Health Home population age 18 to 64 is enrolled in managed care and 40 percent covered under fee-for-service, and that 100 percent of enrollees age 65 and older are covered under fee-for-service. If enrollees are enrolled in an “other” delivery system, please describe this delivery system in the text field.</li> </ul>
<input type="checkbox"/>	<p>Data sources and methods (such as administrative, medical records, and hybrid) should be reported for each measure in the “Data Source” section and should adhere to the measure’s specifications. Any deviations to data sources and methods should be described in the “Deviations from Measure Specifications” section and states should explain how their data source or method differed from Core Set technical specifications.</p>

<input type="checkbox"/>	<p>If any of the Core Set measures were audited or validated, please indicate this in the “Audit or Validation of Measures” question on the Administration Screen. Indicate which measures were audited or validated and who conducted the audit or validation.</p>
<input type="checkbox"/>	<p>If the status of the data reported is provisional, please provide context in the “Additional Notes/Comments on Measure” section about when the data will be final and if your state plans to modify the data reported in MACPro.</p>
<p><b>Data Accuracy</b></p>	
<input type="checkbox"/>	<p>Reported rates should be calculated according to the Health Home Core Set Technical Specifications for each measure.</p> <ul style="list-style-type: none"> <li>• All deviations from Core Set Specifications should be described in the “Deviations from Measure Specifications” section.</li> <li>• If the state used “Other” specifications to report a measure, the “Other” specifications should be described in the “Measurement Specification” section and the explanation should describe how the state’s methodology differs from the Core Set specifications.</li> </ul>
<input type="checkbox"/>	<p>For most measures, numerators should be less than or equal to denominators.</p>
<input type="checkbox"/>	<p>Rates should be rounded and reported to one decimal point for all measures except PCR-HH. For example: If a state calculates a rate of 74.13, then 74.1 is the correct format for reporting, and 74 and 74.0 are incorrect.</p> <ul style="list-style-type: none"> <li>• For PCR-HH, the Count of Expected 30-Day Readmissions should be reported to four decimal points.</li> </ul>
<input type="checkbox"/>	<p>For all measures using administrative data only except PCR-HH, a rate will be automatically calculated to one decimal point based on the reported numerator and denominator. States should review this rate during data entry. For PCR-HH, the Observed and Expected Readmission rates will automatically be calculated to four decimal points based on the reported Count of Index Stays, Count of Observed 30-Day Readmissions, and Count of Expected 30-Day Readmissions.</p> <p>States should calculate and manually enter rates for measures reported using the hybrid method or a combination of administrative and hybrid methods; these rates will not be calculated automatically.</p> <ul style="list-style-type: none"> <li>• For most measures, rates should be reported as percentages in the range of 0.0 to 100.0 and calculated using the following formula: <math>(\text{numerator}/\text{denominator}) * 100</math>.</li> <li>• For PQI92-HH, rates should be reported per 100,000 enrollee months and calculated using the following formula: <math>(\text{Number of hospital admissions}/\text{number of enrollee months}) * 100,000</math>.</li> <li>• For the utilization measures (AIF-HH, AMB-HH, and IU-HH), rates should be reported per 1,000 enrollee months and calculated using the formula: <math>(\text{Numerator}/\text{number of enrollee months}) * 1,000</math>.</li> </ul>
<p><b>Data Consistency</b></p>	
<input type="checkbox"/>	<p>For measures with multiple rates, reporting should be consistent for all rates:</p> <ul style="list-style-type: none"> <li>• FUA-HH/FUH-HH: The 7-day rates should be less than or equal to the 30-day rates and the denominator for both rates should be the same (for each age group and the Total rates).</li> <li>• IET-HH: The Initiation rate should be greater than or equal to the Engagement rate and the denominator for both rates should be the same (for each of the three AOD diagnosis cohorts and the Total rates for each age group). Note that the numerators and denominators for each diagnosis cohort do not need to sum to the Total numerator and denominator.</li> </ul>

<input type="checkbox"/>	For all measures, within each rate, the numerators and denominators for each age group should sum to the Total numerator and denominator for that rate.
<input type="checkbox"/>	Reporting for related measures should be consistent: <ul style="list-style-type: none"> <li>For AMB-HH, IU-HH, and PQI92-HH, the denominators (enrollee months) for each age group should be the same.</li> </ul>
<b>Data Documentation</b>	
<input type="checkbox"/>	For measures not reported for FFY 2020, reasons for not reporting should be explained in detail in the “Please explain why you are not reporting on the measure” section.
<input type="checkbox"/>	<p>For each measure, states should report the measurement period that was used to calculate the denominator for that measure in the “Start Date” and “End Date” fields. For many measures, the denominator measurement period for the FFY 2020 reporting cycle corresponds to calendar year 2019 (January 1, 2019–December 31, 2019). Some measures, however, also require states to review utilization or enrollment prior to this period to identify the measure-eligible population. States should not include these additional review periods (sometimes referred to as “look-back” periods) in the Start and End date range. The FFY 2020 measurement periods for denominators and numerators for each measure are available at <a href="https://www.medicaid.gov/state-resource-center/health-home-information-resource-center/downloads/hh-core-set-measurement-period-table-2020.pdf">https://www.medicaid.gov/state-resource-center/health-home-information-resource-center/downloads/hh-core-set-measurement-period-table-2020.pdf</a> for the Health Home Core Set measures.</p> <p>For example: For FFY 2020, the IET-HH measurement specifications instruct states to identify measure eligible enrollees with index episode start dates (IESD) between January 1, 2019 and November 14, 2019. Once states have identified these enrollees, they should review each enrollee’s diagnosis history for 60 days prior to the IESD. Although states will need to review data prior to January 1, 2019, the denominator is based on index episodes that start between January 1, 2019 and November 14, 2019 and states that followed the Core Set specifications for FFY 2020 should enter “January 2019” in the Start Date field and “November 2019” in the End Date field.</p> <p>Any deviations from the specified measurement period for the denominator or the numerator of a measure should be explained in the “Additional Notes/Comments on Measure” section.</p>
<input type="checkbox"/>	For measures that have optional exclusions in the specifications, states should explain in the “Additional Notes/Comments on Measure” section whether optional exclusions were applied.
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>States should compare their FFY 2020 data to data reported for previous years. If denominators or rates have changed substantially for a measure, please document these changes, as well as any possible explanations for these changes, in the “Additional Notes/Comments on Measure” section. This information should provide context about changes in the state’s data over time (such as changes in populations or calculation methodologies).</li> <li>When assessing performance, states should be aware that lower rates are better on the following measures: AMB-HH, PCR-HH, and PQI92-HH.</li> <li>For PCR-HH, the Observed Readmissions/Expected Readmissions (O/E) ratio is interpreted as “lower-is-better.” An O/E ratio &lt; 1.0 means there were fewer readmissions than expected given the case mix. An O/E ratio = 1 means that the number of readmissions was the same as expected given the case mix. An O/E ratio &gt; 1.0 means that there were more readmissions than expected given the case mix.</li> </ul>

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## For Further Information

Additional information about the 2020 Health Home Core Set measures, including the 2020 Resource Manual and Technical Specifications, is available at <https://www.medicaid.gov/state-resource-center/medicaid-state-technical-assistance/health-home-information-resource-center/quality-reporting/index.html>.

Additional resources for reporting Health Home Core Set data are available at <https://www.medicaid.gov/state-resource-center/medicaid-and-chip-program-portal/medicaid-and-chip-program-portal.html>.

To obtain technical assistance with reporting the Health Home Core Set measures as well as the Child Core Set and Adult Core Set measures, please contact the TA mailbox at [MACQualityTA@cms.hhs.gov](mailto:MACQualityTA@cms.hhs.gov).