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1 INTRODUCTION

1.1 Purpose

The purpose of the Data Element Library (DEL) is to centralize the creation, management, and governance of setting specific patient assessment data elements (DEs) and to publish the relational mapping of the data elements to nationally accepted Health Information Technology (HIT) vocabulary standards. Providers, developers, and vendors can use DEL content when creating software that supports interoperable exchange of health information.

The purpose of the **Data Element Library User Guide** is to provide step-by-step instructions on how to navigate the Data Element Library (DEL) and utilize functionality available.

1.2 How to Begin

Upon load of the **Data Element Library** (del.cms.gov), the user is taken to the Home page of the DEL. This page contains information about what is included in the DEL, announcements, and a way to provide feedback on the system. To begin to find data in the DEL, click on the **Search** tab. To obtain a report from the DEL, click on the **Reports** tab.

As different tabs are selected, the tab color will turn blue to indicate where you are in the system. To get back to the Home page at any time, click the Home button.
1.3 Help and Resources

The Data Element Library User Guide is available by accessing the Help/Resources button in the yellow ribbon bar, as depicted below. This yellow ribbon bar is available on all pages of the DEL.

The Help/Resources page also contains a list of Frequently Asked Questions (FAQs) as well as other Helpful Documents, and information on how to reach the DEL Support Desk.
2 SEARCHES

The following are the options available to search within the DEL application.

1. From the home page, click the Search button to be taken to the Search page with list of available search options to search from.

2. A combination of searches can be performed using the below search options:

   - **Item ID**
     - Item ID field allows for 1 to 10 alpha/numeric characters. No special characters or spaces are permitted in this field.

   - **Text**
     - Text field allows for 3 to 30 alpha/numeric characters. No special characters are permitted in this field.

   - **HIT Code**
     - HIT Code field allows for 3 to 30 alpha/numeric characters. No special characters are permitted in this field.

   - **Assessment Instrument**
     - Click the “+” next to Assessment Instrument and upon expansion of the instrument options select the desired Assessment Instrument to search by selecting the check box associated to it.
     - This field will only display Assessment Instruments that have versions associated, sorted alphabetically. On further clicking the “+” associated with an assessment instrument, the versions will be displayed with check boxes next to them.
• The user can select one or all versions for that assessment.
• When no specific versions for an instrument are selected and ONLY the instrument is selected, all versions results will be displayed by default.

• **Assessment Section**
  • By clicking “+” for Assessment Section, the “+” will expand with options and check boxes next to them. The user can select or deselect any check boxes to get refined search results.

• **Item Status**
  • By clicking “+” for Item Status the “+” will expand with options and check boxes next to them. The user can select or deselect any check boxes to get refined search results.

• **Item Subset**
  • By clicking “+” for Item Subset the “+” will expand with options and check boxes next to them. The user can select or deselect any check boxes to get refined search results.

• **Item Use**
  • By clicking “+” for Item Use the “+” will expand with options and check boxes next to them. The user can select or deselect any check boxes and get refined search results.

• **Measure Name**
  • By clicking “+” for Measure Name the “+” will expand with options and check boxes next to them. The user can select or deselect any check boxes and get refined search results.

• **SPADE Category**
  • By clicking “+” for SPADE Category the “+” will expand with options and check boxes next to them. The user can select or deselect any check boxes and get refined search results.
3. Once all the options you would like to search for have been selected, click **Search** to update the search results on the right (screenshot below as an example).

**List of Available Search Options**

Searches allow a user to locate information when they may not know an exact Item ID, assessment instrument, assessment version, or other information. They can put in partial information and locate the exact information they need to get to the details.

4. The page displays how many records were returned from the search, along with the option to refine the search. Refining the search assists in limiting the number of records returned and search can be refined by clicking on any additional “+” icons (i.e., combination of Item ID, Text, HIT Code, Assessment Instrument, Item Status, Item Subset, Item Use, and/or SPADE Category).
5. If needed, user can click an **Item ID** hyperlink to display additional details in the **Data Element Search Details** page (screenshot below).

6. The user can click the “Go Back” link or can click on the HIT Details link and see additional HIT information on the **HIT Code Search Details** page (screenshot below):
Search Notes

- Since several combinations can be used for the search criteria, not all combinations may yield results. Please verify your search criteria and try again if no results are displayed.
- The “Go Back” link will take the user back to the previous page where search results are retained.
- Upon clicking on the internet browser’s back arrow, when yielding results or from the details page, the search criteria will be cleared.

3 REPORTS

Individual users can access the Reports option from the Data Element Library Home page. All reports generated in the DEL open as a PDF in a new browser tab, except for Download Data Elements and Download HIT Codes, which immediately download as .CSV files. The following reports are available in the DEL application.

3.1 Data Element Change Report

The intent of the Data Element Change Report is to provide a user with all the changes that have been made to data elements across different assessment instrument versions. Available in a PDF or CSV file.

This report will display the following information for a Data Element:

- Item ID
- Type
- Max Length
- Short Name
- Change
1. Begin at the Data Element Library Home page and click the Reports button to be taken to the Reports page.

2. Under the Data Elements column click Data Element Change Report to be taken to the Data Element Change Report page.

3. Click the drop-down arrow located within the Assessment Instrument field.

4. Select the desired Assessment Instrument to receive a report for.
   - In this scenario, Assessment Instrument “IRF-PAI” is selected.

5. Click the drop-down arrow located within the Changes From Version field.
6. Select the desired **Changes From Version**.
   - In this scenario, “1.10 (10/01/2020 – 09/30/2014)” is selected.
7. Click the drop-down arrow located within the **To Version** field.
8. Select the desired **To Version**.
   - In this scenario, “1.2 (10/01/2014 – 09/30/2015)” is selected.
9. Click the drop-down arrow located within the **Report Format** field.
10. Select PDF or CSV.
11. Click the **Run** button.
12. The **Data Element Change Report** for selections made displays in a separate tab/window in PDF format with options to Save or to Print.
13. The **Data Element Information Report** for selection made in Step 4 displays in a separate tab/window in PDF format with options to Save or to Print.

### 3.2 Data Element Information Report

The intent of the **Data Element Information Report** is to provide a user with all information that is stored within the DEL that is currently tied to a specific Data Element for research and analysis.
This report will display the following information for a Data Element:

- Item ID
- Short Name
- Full Text
- **Valid Response(s)** with instructional text under heading "Please see assessment manual for detailed information"
  - Type (examples - text, code, date, number, etc.)
  - Length (this is how long the response is)
  - Units (example: inches)
  - Code (example: 1; this code corresponds to the Text) NOTE: This will show ALL possibilities across ALL assessment instruments.
  - Text (example - male) - NOTE: This will show ALL possibilities across ALL assessment instruments.
- Status
- Parent Item ID (will display the parent question Item ID if one exists)
- Copyright? (Yes/No)
  - If Copyright = Yes, display the following
    - Name (example: CAM)
    - Version (example: 2003)
    - Owner Organization
    - Contact Name
    - Organization Web Address
- **Assessment Instrument(s) Containing Data Element**
  - Assessment Instrument
  - Assessment Version
  - Item ID
  - Section Name
  - Skip Trigger
  - Lookback Period (days)
  - HIT Code (ex: LOINC: 1234; SNOMED CT: 567, 432, 1293)
    - NOTE: HIT codes displayed are what is available in the DEL, not all versions of assessment instruments have HIT codes in the DEL.
- **Item Use Information** (will only display current version being used for each instrument)
  - Assessment Instrument
  - Assessment Version
  - Item Use (Abbreviation, followed by Descriptor)
  - Check all that Apply Responses
- **Collection Time Period / Item Subset Information** (will only display current version being used for each instrument)
1. Begin at the Data Element Library Home page and click the Reports button to be taken to the Reports page.
2. Under the Data Elements column click Data Element Information to be taken to the Data Element Information Report page.
3. Click the drop-down arrow located within the Item ID field.
4. Select the desired Item ID to receive a report for.
   - In this scenario, Item ID “15A” is selected.
5. Click the Run button.
6. The **Data Element Information Report** for selection made in Step 4 displays in a separate tab/window in PDF format with options to Save or to Print.
3.3 Data Elements by Assessment Instrument Version Report

The intent of the Data Elements by Assessment Instrument Version Report is to display all the data elements that are included on an assessment instrument version.

This report will display the following information for a Data Element:

- Assessment Instrument
- Assessment Version
- Assessment Item ID (Sorted alphabetically)
- Question text (Displays most current assessment)
- Response Code - Response Text
- Item Use(s)
- Changed since Last Assessment Version? - valid values are either (Y/N) (This field will be used to capture items that have changes)

1. Begin at the Data Element Library Home page and click the Reports button to be taken to the Reports page. Reference screen shot in Section 3.1 above.
3. Click the drop-down arrow located within the **Assessment Instrument** field and select the Assessment Instrument.
   - This field will only display Assessment Instruments that have versions associated, sorted alphabetically.
4. Click the drop-down arrow located within the **Assessment Version** field and select the Assessment Version.
   - This field is populated based on which Assessment Instrument was selected that have items assigned.
   - In this scenario, **Assessment Instrument** selected is “OASIS” and **Assessment Version** selected is “C1-012015.”
5. Click the **Run** button.

6. The **Data Elements by Assessment Instrument Version Report** displays for the selections made in Steps 3 and 4 and opens in a separate tab/window in PDF format with options to Save or to Print.
3.4 Data Elements Used Across Provider Settings Report

The intent of the Data Elements Used Across Provider Settings Report is to show what assessment instruments use the standardized data element.

The report will display the following information for a Data Element:

- Standardized Data Element ID
- Short Name
- Assessment Item ID
- Assessment Instrument
- Lookback Period (Days)
- Current Assessment Version
- Upcoming Assessment Version

1. Begin at the Data Element Library Home page and click the Reports button to be taken to the Reports page. Reference screen shot in Section 3.1 above.
2. Under the **Data Element** column click **Data Elements used Across Provider Settings** to be taken to the **Data Elements Used Across Provider Settings Report** page.

3. Click the drop-down arrow located within the **Data Element ID** field.
   - In this scenario, “GG0170C1” is selected.

4. Click the **Run** button.

5. The **Data Elements Used Across Provider Settings Report** for the selection made in Step 3 opens in a separate tab/window in PDF format with options to Save or to Print.
3.5 Download Data Elements Report

The intent of the **Download Data Elements Report** is to download specific data element information contained within a selected Assessment Instrument and associated Assessment Instrument Version into an Excel document.

This report contains the following information:

- Assessment Instrument
- Assessment Instrument Version
- Item ID
- Question Text
- Section Name
- Skip Pattern Trigger (Y or N)
- Lookback Period
- Item Uses
- Item Subsets
- Assessment Response Codes
- Response Text
- Copyright Indicator (Y or N)
1. Begin at the Data Element Library Home page and click the Reports button to be taken to the Reports page. Reference screen shot in Section 3.1 above.

2. Under the Data Element column click Download Data Elements to be taken to the Download Data Elements page.

3. Click the drop-down arrow located within the Assessment Instrument field and select the Assessment Instrument.
   - This field is populated with Assessment Instruments that have versions assigned and is ordered alphabetically.

4. Click the drop-down arrow located within the Assessment Instrument Version field and select the Assessment Instrument Version.
   - This field is populated based on the Assessment Instrument selected
   - In this scenario, Assessment Instrument “IRF-PAI” was selected and Assessment Instrument Version “3.0” was selected.

5. Click the drop-down arrow located within the Report Format field and select CSV or Excel.

6. Click the Run button.
7. The **Download Data Elements Report** will open in Excel, or what other application you have your default set to open .csv files and be displayed as shown below for the selections made in Steps 3 and 4. The report can be formatted to user’s preference and saved and/or printed.
3.6 Download HIT Codes Report

The intent of the Download HIT Codes Report is to download a list of all the HIT codes contained within a selected Assessment Instrument and associated Assessment Instrument Version into an Excel document.

This report contains the following information:

- HIT Standard Name
- HIT Standard Version
- Item HIT Code
- Item HIT Text
- Assessment Instrument
- Assessment Instrument Version
- Item ID
- Short Name
- Item Subsets
- Response HIT Code
- Assessment Response Codes
- Response HIT Text

1. Begin at the Data Element Library Home page and click the Reports button to be taken to the Reports page. Reference screen shot in Section 3.1 above.
2. Under the HIT Codes column click Download HIT Codes to be taken to the Download HIT Codes page.
3. Click the drop-down arrow located within the **Assessment Instrument** field and select the Assessment Instrument.
   - This field is populated with Assessment Instruments that have ANY HIT codes assigned to it (Instrument, Section, Question, or Response) and is ordered alphabetically.

4. Click the drop-down arrow located within the **Assessment Instrument Version** field and select the Assessment Instrument Version.
   - This field is populated based on the Assessment Instrument selected and that have ANY HIT codes assigned to it (Question or Response).
   - In this scenario, **Assessment Instrument** “LCDS” was selected and **Assessment Instrument Version** “4.00” was selected.

2. Click the drop-down arrow located within the **HIT Standard Name** field and select the HIT Standard Name
   - This field is populated based on the Assessment Instrument and Assessment Instrument Version selected.
   - In this scenario, **Assessment Instrument** “IRF-PAI” was selected, **Assessment Instrument Version** “2.0 (10/01/2018 – 09/30/2019)” was selected, and **HIT Standard Name** “LOINC” was selected.

5. Click the **Run** button.
6. The **Download HIT Codes Report** will open in Excel, or what other application you have your default set to open .csv files and be displayed as shown below for the selections made in Steps 3 and 4. The report can be formatted to user’s preference and saved and/or printed.
4 **GLOSSARY**

4.1 Terms and Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Status</td>
<td>An indication that the data element is currently collected on at least one CMS assessment instrument.</td>
</tr>
<tr>
<td>Answer</td>
<td>A response to an assessment question.</td>
</tr>
<tr>
<td>Data Elements (DEs)</td>
<td>Data Elements are items that exist within LTPAC assessment instruments. May be defined as the question/answer pair in the assessment instruments; may also be referred to as Data Items. Data Elements consist of: Section, Parent, Question, Answer, Definitions, and Instructions.</td>
</tr>
<tr>
<td>Definition/Description</td>
<td>Provides additional information or clarification on the content/context of the data elements and/or provides elaboration on terms or phrases.</td>
</tr>
<tr>
<td>HIT Codes</td>
<td>Health Information Technology codes are used to exchange health data between providers.</td>
</tr>
<tr>
<td>Inactive Status</td>
<td>An indication that the data element is no longer actively collected on any CMS assessment instruments.</td>
</tr>
<tr>
<td>Instructions</td>
<td>Provides guidance regarding how to complete and/or navigate the assessment instrument or data elements.</td>
</tr>
<tr>
<td>Item ID / Data Element ID</td>
<td>A representation of the question on the assessment instrument. The Data Element ID shows the standardized value across the LTPAC assessment instruments. It may or may not match identically what is shown on the LTPAC assessment instrument.</td>
</tr>
<tr>
<td>Parent</td>
<td>Header used to organize and provide context for a panel of one or more embedded questions.</td>
</tr>
<tr>
<td>Published Status</td>
<td>An indication that a new data element will begin data collection on at least one CMS assessment instrument in the near future.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Question</td>
<td>Expressions (e.g. sentence, phrase, word, etc.) that ask for information.</td>
</tr>
<tr>
<td>Section</td>
<td>A section clearly introduces a category of related data elements.</td>
</tr>
</tbody>
</table>

### 4.2 Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS</td>
<td>Centers for Medicare &amp; Medicaid Services</td>
</tr>
<tr>
<td>DE</td>
<td>Data Element</td>
</tr>
<tr>
<td>DEL</td>
<td>Data Element Library</td>
</tr>
<tr>
<td>FASI</td>
<td>Functional Assessment Standardized Items (FASI)</td>
</tr>
<tr>
<td>HCBS</td>
<td>Home and Community-Based Services</td>
</tr>
<tr>
<td>HEART</td>
<td>Hospice Evaluation and Assessment Reporting Tool</td>
</tr>
<tr>
<td>HHA</td>
<td>Home Health Agency</td>
</tr>
<tr>
<td>HIE</td>
<td>Health Information Exchange</td>
</tr>
<tr>
<td>HIS</td>
<td>Hospice Item Set</td>
</tr>
<tr>
<td>HIT</td>
<td>Health Information Technology</td>
</tr>
<tr>
<td>IMPACT (Act)</td>
<td>Improving Medicare Post-Acute Care Transformation Act of 2014</td>
</tr>
<tr>
<td>IRF-PAI</td>
<td>Inpatient Rehabilitation Facility - Patient Assessment Instrument</td>
</tr>
<tr>
<td>LCDS</td>
<td>Long-Term Care Hospital CARE Data Set</td>
</tr>
<tr>
<td>LOINC</td>
<td>Logical Observation Identifiers Names and Codes</td>
</tr>
<tr>
<td>LTCH</td>
<td>Long-Term Care Hospital</td>
</tr>
<tr>
<td>LTPAC</td>
<td>Long-Term and Post-Acute Care</td>
</tr>
<tr>
<td>MDS</td>
<td>Minimum Data Set</td>
</tr>
<tr>
<td>OASIS</td>
<td>Outcome and Assessment Information Set – home health agencies</td>
</tr>
<tr>
<td>PAC</td>
<td>Post-Acute Care</td>
</tr>
<tr>
<td>QM</td>
<td>Quality Measurement</td>
</tr>
<tr>
<td>S&amp;C</td>
<td>Survey &amp; Certification</td>
</tr>
<tr>
<td>SNF</td>
<td>Skilled Nursing Facility</td>
</tr>
<tr>
<td>SNOMED-CT</td>
<td>Systematized Nomenclature of Medicine Clinical Terms</td>
</tr>
</tbody>
</table>