



Manual Minimum Data Set (MDS) Deletion Request

Purpose

The purpose of a manual deletion request is to correct the submission of erroneously submitted records and to remove information from the iQIES database that CMS is not authorized to possess.

When would a manual deletion form be completed and submitted?

Your record will need to be manually deleted if it falls under one of these scenarios:

- A0410 is inaccurate. The record should then be resubmitted with the correct value in A0410.

A0410. Unit Certification or Licensure Designation

Enter Code

1. Unit is neither Medicare nor Medicaid certified and MDS data is not required by the State
2. Unit is neither Medicare nor Medicaid certified but MDS data is required by the State
3. Unit is Medicare and/or Medicaid certified

- The record has the wrong state code (STATE_CD) or facility ID (FAC_ID). The record should then be resubmitted with the correct state code or facility ID.
- The record was not for OBRA or Medicare Part A. If the item set code changes (in the example of a combined assessment), then a manual deletion is required.
- A test record was submitted into iQIES.

How to submit a manual deletion request

There are two options to request a manual deletion.

Option 1

1. Fill out the [CMS MDS 3.0 Manual Correction Request Form](#) and select the scenario for your record

Delete Test Record Correct A0410 Value Delete Wrong FAC_ID Not CMSRequired***

2. Send your request via certified mail through the United States Postal Service (USPS) to:

Department of Quality Assurance (DQA)
Attn: Heather Newton or Emily Virnig Room B300
201 E Washington Ave
Madison, WI 53703

After DQA approves your deletion request, your form will be forwarded to the iQIES Help Desk via certified mail through USPS. Then your record will be deleted. Please note that if the request from the provider is submitted by regular mail, it will be rejected.

Option 2

1. Login to iQIES (upon logging in, you may have to select the iQIES in upper left and then continue to iQIES to get create/manage change requests button)
2. Select the MDS tab and then button to create/manage change requests

The screenshot shows the iQIES dashboard for a user named 'Pat'. The 'MDS' tab is selected. Under 'What do you want to do?', there are three buttons: 'Upload assessments', 'Create/manage assessment', and 'Create/manage change requests'. A black arrow points to the 'Create/manage change requests' button. Below this is a 'Summary of Uploaded Assessments' section showing 0 total assessments, with 0 accepted, 0 rejected, and 0 duplicated.

3. The provider is to fill request out and submit. Upon submission it will then trigger for automation/education coordinator to approve/return/reject.
4. The below screen shot it what it will look like for the provider once submitted.

The screenshot shows the 'Change Request Forms' page in iQIES. A red arrow points to the 'Start Form' button. Below is a table of requests:

Agency	Request Type	Status	Updated By	Status Date	Actions
RIVERBEND REHABILITATION HOSPITAL	IRF-PAI Manual Assessment Deletion Request	Approved	test2.emrga@hqs.org, Pat	01/22/2025 10:46 AM ET	View
Test EMF Provider LC	MDS 3.0 Manual Individual Direction/Deletion Request	Completed	TESTHEIST_CHE_Prod_Control_User6, Pat	01/22/2025 8:43 AM ET	View
Test EMF Provider LC	MDS 3.0 Manual Individual Direction/Deletion Request	Rejected	TESTHEIST_AUTO_NH_STATE_ACT, Pat	01/22/2025 8:58 AM ET	View
RIVERBEND REHABILITATION HOSPITAL	IRF-PAI Manual Assessment Deletion Request	Completed	TESTHEIST_CHE_Prod_Control_User4, Pat	01/22/2025 4:46 AM ET	View
RIVERBEND REHABILITATION HOSPITAL	IRF-PAI Manual Assessment Deletion Request	Rejected	TESTHEIST_AUTO_CHE_General_User2, Pat	01/22/2025 4:40 AM ET	View
RIVERBEND REHABILITATION HOSPITAL	IRF-PAI Manual Assessment Deletion Request	Rejected	TESTHEIST_AUTO_CHE_General_User6, Pat	01/22/2025 4:37 AM ET	View
Test EMF Provider LC	MDS 3.0 Manual Individual Direction/Deletion Request	Approved	TESTHEIST_AUTO_NH_STATE_ACT, Pat	01/22/2025 12:55 AM ET	View
Test EMF Provider LC	MDS 3.0 Manual Individual Direction/Deletion Request	Rejected	TESTHEIST_AUTO_NH_STATE_ACT, Pat	01/22/2025 12:47 AM ET	View
EAST LAKE ANSBOR	MDS 3.0 Manual Individual Direction/Deletion Request	Pending	Assessment_Submitter2_Shipa, Pat	01/21/2025 4:27 PM ET	View
RIVERBEND REHABILITATION HOSPITAL	IRF-PAI Manual Assessment Deletion Request	Completed	TESTHEIST_CHE_Prod_Control_User3, Pat	01/21/2025 9:53 AM ET	View

Note, at this time there is no email notification indicating it was processed or returned. You will need to check back periodically to view status of request.

Resources

- [CMS iQIES Help Portal](#)
- [DHS Nursing Homes: RAI/MDS 3.0 Information](#)
- iQIES Service Center email iqies@cms.hhs.gov or by phone 800-339-9313



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