



# 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

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 450  
1 W Wilson St.  
Madison, WI 53701

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.

## Resources

- [CMS iQIES Help Portal](#)
- [DHS Nursing Homes: RAI/MDS 3.0 Information](#)