



Department of
Social Services

Human Resources Administration
Department of Homeless Services

Office of Program
Accountability

INVESTIGATION, REVENUE AND ENFORCEMENT ADMINISTRATION

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NOTICE REGARDING CLAIM DETAIL REPORT (CDR)

Audience

IREA Staff

Background

The Notice Regarding CDR ([IREA-141](#)) is included whenever an IREA Staff member provides a Claim Detail Report (CDR) to a client or authorized person in conjunction with their duties. The IREA-141 is intended to provide clients and their advocates with information regarding the following:

- The process for requesting a certified copy of the CDR;
- Notification that any CDR generated by IREA is **not** a certified copy and **is** for informational purposes only; and
- The CDR may have been edited for a specified purpose, such as including only claims for tort-related treatment or excluding education related claims that cannot be collected pursuant to a state directive.

The CDR, while accessible by IREA Staff, is not created and maintained by the NYC Department of Social Services (DSS). Currently, the NYS Department of Health (DOH) provides a weekly claims file to the NYC DSS Data Warehouse. DSS Staff members load the file into the DSS database. IREA Staff access the database to generate the CDR. The DSS database is only as accurate as the most recent claims load. Because NYC DSS maintains a **copy** of the original claims, updated weekly, NYC DSS Staff members cannot certify that a CDR produced from our database is a true and accurate copy of the original.

Process

A **certified** CDR can only be obtained, and must be requested, from the NYS DOH. This is required when the CDR needs to be submitted for evidentiary purposes in a criminal or civil matter before a court.

IREA Staff includes the IREA-141 with all CDRs that are sent to clients or their authorized representatives. This indicates whether the CDR has been edited in any way and gives transparency and integrity to the documents IREA provides.

The CDR is protected information under the Health Insurance Portability and Accountability Act (HIPAA). A client, their designated legal guardian, or their natural guardian (if the client is a minor) always has a right to the CDR. IREA Staff must ensure that a properly executed HIPAA authorization (OCA-960) naming a specific authorized representative is on file prior to releasing the CDR to a third party. Once the HIPAA authorization is received, the CDR can only be released to the specified person or organization listed on the authorization.