

Chapter 241 and Validation Rule Changes: Hospital Testing Instructions

Last Updated: February 12, 2018

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# Purpose

The purpose of the upcoming testing period is for submitters to test the new Chapter 241 file layout specifications and validation rule changes. The latest version of Chapter 241 is available on the MHDO [website](https://mhdo.maine.gov/_finalStatutesRules/Chapter%20241_Oct_25_17_PG_Clean%20Copy.docx). A complete list of the validation rule changes is available on the [Hospital Data Submitters](https://mhdo.maine.gov/hosp_data_submitters.htm) page on the MHDO website. The validation changes will ensure the accuracy and quality of information within the MHDO Data Warehouse. All hospitals and submitters are required to participate in testing.

# Goals

* Successfully submit inpatient and outpatient files in the new Chapter 241 file format
* View validation issues to determine what needs to be addressed before submission of production files in April and successfully resolve structural validation issues. It is not required that files be in a Passed status by overriding non-structural validation issues.

# About the MHDO Hospital Data Portal Test Site

Testing is available via the MHDO Hospital Data Portal Test Site (<https://mhdo.maine.gov/hospital_test/>). While this is a separate URL, your existing login information will work in the portal test site. If you have any trouble, especially if you have recently changed your password on the production portal, please contact the help desk (MHDOHelp@hsri.org).

The test portal has all the functionality of the production portal with a few exceptions:

1. The test site has a different color background than the production site to help you identify which site you are using to submit test files.
2. The test portal is not linked to the production data warehouse and therefore will only display information about files submitted through the test site. As a result, the Reporting menu has been disabled.
3. To reduce confusion, system notification emails will NOT be sent from the test portal. You will not receive an email once your file has been validated. **You must recheck the test portal** to see when processing and validation are complete.
4. Any action that requires MHDO approval (ex. Exemption overrides and submissions for periods a year or more in the past) will not receive attention on the Test Portal.
5. Any existing Profile or Exemption overrides have been reset as will be done in production in April.

# Timelines

The testing period will run from February 15th through March 9th.

|  |  |  |
| --- | --- | --- |
| **Task** | **Start Date** | **End Date** |
| **Q4 2017** data files are due in old Chapter 241 format | 1/1/2018 | 3/30/2018 |
| **Webinar** to review Testing of MHDO Chapter 241 and Validation Rule Changes | 2/15/2018 | 2/15/2018 |
| **Hospital testing** of Chapter 241 and validation rule changes in Hospital Data Portal Test Site | 2/15/2018 | 3/9/2018 |
| **Last day files for any period will be accepted in the old Chapter 241 format** | 3/30/2018 | 3/30/2018 |
| Files submitted in this period will be held and processed on 4/4/2018 | 4/1/2018 | 4/3/2018 |
| **Begin submissions of new Chapter 241 formatted files** (Q1 2018) and LOS Crosswalks (if applicable) - Annual override reset | 4/4/2018 | 4/4/2018 |
| Annual registration information updates due | 4/4/2018 | 4/30/2018 |
| **Q1 2018** data files are due in the new Chapter 241 format | 6/30/2018 | 6/30/2018 |

# Instructions

1. **Login.** You will be able to login to the MHDO Hospital Data Portal Test Site (<https://mhdo.norc.org/hospital_test>) using the same credentials you use for the production portal. Please contact the Help Desk if you need help logging into the test portal.
2. **Submit.** You can submit via the test portal for any period of data less than a year old. You must still use the correct file naming conventions, or you will receive a structural failure.
3. **Review**. To view the status of your file(s) after submission go to ‘History’ under the Submission menu. On average it takes under 15 minutes to validate a file. Once your file(s) have been validated please review all validation issues (if any) by selecting the ‘Details’ action for failed files in your History. Make note of the validation issues that will need to be addressed before production submission begins in April. If you are unsure how these issues are to be resolved, contact the MHDO help desk.
4. **Resolve Structural Issues** (if any exist). If your files have structural issues, please resolve them in your file and resubmit. All other validation issues **do not** need to be resolved for the purpose of this testing period. We will not be loading LOS Crosswalks during the testing period. Please contact the Help Desk if you would like us to review the structure of your crosswalk.

**NOTE**: Please do not submit any validation overrides or make changes to users/contacts in the test portal, these settings will not be transferred into the production website. Any adjustments needed for the new validations can be made once the changes are implemented for January/Q1 2018 data submissions starting in April.

# Help and Reporting Issues

All questions and issues encountered during testing should be directed to the MHDO Help Desk. Please be sure to note in your communication that you are working in the test portal vs. the production portal.

Toll-free Phone: (866) 451-5876

Email: mhdohelp@hsri.org