Chapter 270 Quality Data Submission Portal

August 3, 2017
Agenda

1. Welcome and Introductions
2. Overview of Transition
3. Review Registration and Data Submission Steps
4. Questions
Overview of Transition

MHDO is transitioning the submission of Chapter 270 Health Care Quality Data Sets from email to an online portal.

Phase 1

Goals: Improved submission and tracking of data workbooks through an online portal.

- Starting with Q1 2017 data, files can be uploaded through the new portal.
- If you would prefer to submit your Q1 2017 data to the MHDO in the current way (email) that is acceptable.
- Beginning with Q2 2017 data submission, we will only accept data via the portal.
Overview of Transition

Phase 2

**Goals:** More timely validation of data submissions and improved reporting capabilities. Utilizing these data, the MHDO will produce an expanded set of reports for use by hospitals and other stakeholders.

- Starting with Q1 2018 data, submissions will no longer be entered into workbooks and instead will be entered and validated through the online portal.
Accessing the New Portal

MHDO Hospital Data Portal URL:
https://mhdo.maine.gov/hospital_portal/
Submitter Registration

Person(s) who submit Chapter 270 data to the MHDO need to create user accounts.

1. Click on “Register a New Account”.
2. Using the drop-down list, select the appropriate Hospital Affiliation.
3. Enter your Contact Details.
4. Create your own Username and Password.
Submitter Registration

5. Select “I’m a Quality Data Submitter”.
6. The “Registration – Complete” page will appear.
7. Your account must be approved by MHDO before you can login.

Registration - Complete

Complete

Thank you for registering.

The system administrator has been notified and will email you once your account has been approved.

Done
File Naming

File Naming Convention
- HAI-XXXXXX-yyyyQTRn.xls, or
- NSI-XXXXXX-yyyyQTRn.xls

- HAI and NSI – identify the data set submitted
- XXXXX – your hospital’s MHDO ID number
- yyyy – the four-digit reporting year
- n – the calendar quarter in a one-digit number to identify the reporting period

Improperly named files will not be accepted by the portal.
- Dashes ARE necessary
- Do Not add spaces
Data Submission & Review of Files

1. Navigate to the Quality Data page link on the left, below your Hospital facility name.
2. Click the “Submit New” button.
3. Click “Choose file” and navigate to the file you are going to upload.
4. Click “Upload” to upload the file.
5. You should get success or failure messages indicating whether transmission of the file was successful or not.
Data Submission & Review of Files

The system is designed to recognize resubmission of files with the same name. When doing so, you will be prompted to provide an explanation for the resubmission.
Data Submission & Review of Files

After successful submission of your file, you will see a message and link to go back to a listing of your submissions and their status.

☑ Quality Data submission succeeded! Visit the Quality Data to see the status of your submission.
Data Submission & Review of Files

6. Successfully transmitted files will appear in the table of files on the Quality Data page.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Type</th>
<th>Submitted</th>
<th>Status</th>
<th>Resubmission Reason</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HAI-200000-2017QTR1.xls</td>
<td>HAI</td>
<td>7/21/2017 11:38 AM</td>
<td>Submitted</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submit New  Download
Portal Demonstration
Additional Resources

MHDO Website Hospital Quality Data Page

https://mhdo.maine.gov/quality_data.htm

◦ Today’s webinar has been recorded and will be made available by the end of the month.
◦ Submission information and updates are posted on the website.
◦ The latest versions of the transmittral workbooks are available on the website.
Troubleshooting

**TECHNICAL SUPPORT**
- The MHDO Help Desk is available for any technical/system issue you may encounter. Support is available during regular business hours (8 a.m. – 5 p.m. EST, Monday – Friday).
- Email: mhdohelp@hsri.org

**COMPLIANCE AND COMPLETING FORMS**
- Questions relating to completion of the forms, deadlines for submissions, or extension requests can be directed to Kimberly Wing, Compliance Officer, MHDO: kimberly.wing@maine.gov or (207) 287-2296.