

CHAPTER 270: UNIFORM REPORTING SYSTEM FOR HEALTH CARE QUALITY DATA SETS USER MANUAL

REVISION HISTORY

Date	Version	Description
7/25/2017	1	First Version
7/10/2018	2	Registration Update
8/14/2018	3	Registration Update

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OVERVIEW

The Maine Health Data Organization (MHDO) is required by Maine law to create and maintain a useful, objective, reliable and comprehensive health information database that is used to improve the health of Maine citizens and to issue reports promoting public transparency of health care quality, outcomes, and costs. The MHDO makes data publicly available and accessible to the broadest extent consistent with the laws protecting individual privacy, and proprietary information. Acceptable uses of MHDO Data include, but are not limited to, study of health care costs, utilization, and outcomes; benchmarking; quality analysis; longitudinal research; other research; and administrative or planning purposes. As a hospital data submitter, you provide essential data for these efforts.

In 2012 the MHDO Board of Directors took action in response to feedback received from data submitters and end users regarding the operations of the Maine Health Data Organization (MHDO). As a result of the Board action the MHDO has been working on restructuring its internal operations, systems and processes to better serve the needs of our customers – both data submitters and data users.

To achieve these goals, the MHDO is building upon its existing systems to take advantage of newer technologies better suited to meet the changing needs of the market.

We have spent the last few years working on developing new portals for the submission of claims data that we receive from the health plans as well encounter data that we receive from hospitals. We are now turning our attention to the system for how hospital quality data is submitted to the MHDO – Our goal is to streamline and improve the existing data submission process.

The MHDO has transitioned the submission of Chapter 270 Health Care Quality Data Sets from email to an online portal. Starting with the submission of Q1 2017 data, due August 15th, submitters are required to upload files through the new system. The data submitter(s) must first request a new account and receive an approval notification email before logging in to submit data transmittal workbooks. This manual provides instructions for how to submit data through the MHDO's new data submission portal.

As a reminder MHDO Rule Chapter 270 can be found here: [Rules and Statutes page](#)

The new **MHDO Hospital Data Portal URL** is: https://mhdo.maine.gov/hospital_portal/

ACCESSING THE NEW PORTAL & BROWSER REQUIREMENTS

The new MHDO Hospital Data Portal URL is: https://mhdo.maine.gov/hospital_portal/

The Portal is optimized for use with:

- Microsoft Internet Explorer 9.0 and later
- Mozilla Firefox 3.5 and later
- Apple Safari 5.0 and later

- Google Chrome 4.0 and later

If you use a browser not listed above, you may encounter problems, and the Portal pages may not display properly. The following is a list of minimum required browser settings:

- Screen Resolution: Optimized for 800x600 or higher
- JavaScript: Required
- Cookies: Required
- Security: SSL/Certificate required for access to restricted resources
- Internet Explorer Compatibility View: Turn Off

SUBMITTER REGISTRATION

The person or persons who submit Chapter 270 to the MHDO for your organization needs to be requested through the Help Desk and MHDO. Please contact the Help Desk at mhdohelp@hsri.org with this information to set up a new Chapter 270 user:

- Name
- Company Name
- Job Title
- Email
- Phone Number

SYSTEM LOG IN

The user will receive a notification email from portal@mhdo.maine.gov with their username and temporary password. The email will be sent to the address provided during registration request. Return to the Portal (https://mhdo.maine.gov/hospital_portal/) where you can now log in and create a new password.

MHDO DATA SUBMISSION AND REVIEW OF FILES

FILING PERIODS

Refer to MHDO Rule Chapter 270, 4 C Filing Periods (<https://mhdo.maine.gov/rules.htm>)

WHO CAN SUBMIT DATA

You must request a new user account in order to submit data to the MHDO.

HOW TO SUBMIT DATA TO THE MHDO

Hospitals will use the transmittal workbooks as specified on the MHDO website at https://mhdo.maine.gov/quality_data.htm. The primary difference with the new data submission portal is how the data gets to the MHDO. You will now upload the files to the MHDO Hospital Data Portal Quality Data page. See the specific steps below:

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 submit to upload the file
5. You should get success or failure messages indicating whether transmission of the file was successful or not. Successfully transmitted files will show up in the table of files on the Quality Data page.
6. Successfully transmitted files appear in the table of files on the Quality Data page.

FILE NAMING CONVENTION

The naming format is important, because the automated statistical analysis software that processes the HAI and NSI data cannot read or import hospital files unless the file name precisely follows the naming convention the software has been programmed to seek.

HAI-XXXXXX-yyyyQTRn.xls

Or

NSI-XXXXXX-yyyyQTRn.xls

where:

HAI and NSI identify the data set submitted

XXXXXX = 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

Dashes ARE necessary and do not add spaces.

FILE RESUBMISSIONS

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.

View Quality Data Submission

Please make sure the file name of your new submission follows the format outlined in the [File Naming](#) guide.

Submission Details

Explanation: Previous file had incorrect denominator.

Choose File

NSI-200000-2017QTR3.XLS

✓ You are about to submit a new quality data file.

Upload

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.



TROUBLESHOOTING

TECHNICAL SUPPORT

The Portal 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. EDT, Monday – Friday). You will receive a call back or an e-mail follow up within two hours of the request.

Toll-free Phone: (866) 451-5876

Email: mhdohelp@hsri.org

COMPLIANCE AND COMPLETION HELP

Questions relating to completion of the forms, deadlines for submission or extension requests can be directed to Kimberly Bonsant, Compliance Officer, Kimberly.Bonsant@maine.gov or (207) 287-2296.