Participant Reminders:
• Please mute your line.
• Please submit your questions via webinar Chat feature.
• We will address as many questions as possible at the end of today’s webinar. For those questions we are unable to get to answers will be distributed to the group.
Agenda

1. Welcome and Introductions
2. Overview of MHDO Transformation Project
3. New On-Line Submission Portal
4. Review Registration and Data Submission Steps
5. Portal Demonstrations
6. Questions
Overview of Transition

MHDO is streamlining the submission of Chapter 300 Hospital Financial Data from a workbook submitted via email to an online portal.

The primary benefits of this transition are:

- submission of data is more secure;
- sorted more efficiently;
- availability of historical hospital submissions, including audited financial statements;
- quicker turnaround of annual reports;
- ability to generate adhoc reports for hospital planning purposes and;
- ability to generate reports for long term financial data analysis.
Overview of Transition

- **Starting with FY 2018 Financial data:**
  - Data will be submitted through MHDO’s hospital portal via an online form.
  - Submissions will no longer be entered into excel workbooks and instead will be entered and validated through the online portal.
  - Audited Financial Statements will be uploaded through the portal
- **Go Live the week of November 19th**
Accessing the New Portal

MHDO Hospital Data Portal URL:

https://mhdo.maine.gov/hospital_portal/
Submitter Registration

Person(s) who submit Chapter 300 data to the MHDO need user accounts.

- MHDO and HSRI will pre-register users
- Users will receive an email from portal@mhdo.maine.gov with your username and temporary password
Data Submission

1. Navigate to the Financial Data page link on the left, below your Hospital facility name
2. Click “Enter New Data”
3. Select the MHDO ID and Year you’re submitting for and Click “Add”
Data Submission

4. Data from the previous year is automatically loaded
5. Complete the shaded fields for the selected year - Updates are saved automatically
6. Worksheets must be completed when an automated message appears. You may also access the worksheets by clicking on the corresponding line # (11, 21, 22, 33, 39, 95, 115, 126, 138).
Data Submission

**Worksheets:**

7. Complete each row as needed
8. Click “Apply” to have the worksheet values applied to the appropriate Line on the template
9. If worksheet issues are detected by the validations, a message will be displayed
10. If there are no errors on the worksheet, you will be brought back to the template
Data Submission

11. Click the “Submit” button when all required fields are complete and you are ready for MHDO to review your submission.

12. If issues are detected by the validations, a message will be displayed indicating which lines need to be corrected.
Audited Financial Statement - File Naming

This step is critical to the proper identification and attribution of financial data. The file name must be constructed using the following convention:

**FIN-XXXXXX-yyyy.pdf**

1. **FIN** identifies the data submitted as financial data required by MHDO Chapter 300.
2. **XXXXXX** identify your hospital's MHDO ID number, which can be found on the Financial Data Page on the MHDO website. (A list of hospitals and their MHDO ID’s will be provided)
3. **yyyy** specify the four-digit reporting year.

Please note that the dashes ARE necessary and do not add spaces.

Example:
- FIN-123456-2018.pdf
Data Submission

13. To upload the Audited Financial Statement (AFS) for the year click “Upload AFS”
Data Submission

14. Click “Choose file” and navigate to the file you are going to upload

15. Click “Upload” to upload the file

16. You should get success or failure messages indicating whether transmission of the file was successful
Portal Demonstration
Additional Resources

MHDO Website Hospital Financial Data Page

https://mhdo.maine.gov/financial_data_submitters.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.
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 Debra Dodge
debra.j.dodge@maine.gov
Hospital List

A list of hospitals, parent entities, and their MHDO IDs will be provided in the coming weeks.
Q&A

MHDO Maine Health Data Organization
Information | Insight | Improvement