

Hospital Data Submitter System Testing

April 14, 1:00 – 2:30 pm EST

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



Welcome & Updates

5 minutes

Review of Testing Goals

5 minutes

File Naming & Technology
Requirements

5 minutes

Review of Testing Instructions

15 minutes

Portal Demo

30 minutes

Tips & Reminders

10 minutes

Review of Timeline

5 minutes

Closing and Questions

15 minutes

Welcome and
Updates

3 Testing Phases

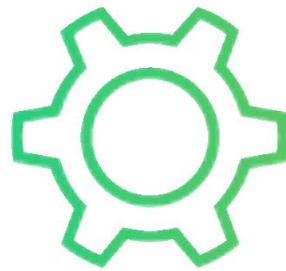
- ✓ Phase 1: File Format/Layout
- ✓ Phase 2: Beta
- ❖ **Phase 3: Full System Test**

Goals of Phase 3 Testing

1. Successful Portal registration
2. Add additional system users and assign Portal roles
3. Review your location's registration information (contact info, user account, etc.)
4. Successfully submit Q4 2015 Hospital Inpatient and/or Outpatient data to the Portal
5. View and resolve data submission validation issues
6. Provide feedback on any major issues or blockers that you find either in the Portal, submission process, or your own systems that could potentially delay submission for yourself or others

File Naming & Technology Requirements

1. Review of File Name Convention
2. File Name Examples
3. Technology Requirements



File Naming Convention

MHDOID_DS_CCYYMM_CCYYMM_FT_SN_VN.EXT



The diagram shows the filename **MHDOID_DS_CCYYMM_CCYYMM_FT_SN_VN.EXT** with eight blue arrows pointing upwards to specific parts of the name. The arrows are numbered 1 through 8. Arrow 1 points to 'MHDOID', arrow 2 to 'DS', arrow 3 to the first 'CCYYMM', arrow 4 to the second 'CCYYMM', arrow 5 to 'FT', arrow 6 to 'SN', arrow 7 to 'VN', and arrow 8 to '.EXT'.

1. MHDOID: The MHDO ID assigned to a facility
2. DS – Data Stream
3. CCYYMM – Data Period Start Month
4. CCYYMM – Data Period End Month
5. FT – File type: Inpatient (IP) or Outpatient (OP)
6. SN – Sequence number
7. VN – Version number
8. EXT – File extension

File Name Examples

Facilities submitting monthly:

200009_01_201601_201601_IP_01_v01.txt

Facilities submitting quarterly:

200009_01_201601_201603_IP_01_v01.txt

Technology Requirements: Encryption & Compression



To ensure the security of personally identifiable information and personal health information, and to reduce file transmission times, MHDO will require submitters to compress and encrypt all files before uploading.

Compression and encryption can be accomplished by a number of industry standard tools, such as **WinZip or 7-Zip**, many of which may already be in use at your workplace.

- Each file that is to be uploaded to the MHDO Data Warehouse Portal should be added to a separate zip archive.
- The archive **MUST** be encrypted using 256-bit AES encryption using the submitter's **unique encryption password provided in the Portal**.

Technology Requirements: Browsers & Settings



Currently supported browsers:

- 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



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

Technology Requirements: Email Notifications



The MHDO Data Warehouse Portal will send email notifications regarding registration, file submissions, etc. to users.

Please ask your company to whitelist or approve the MHDO Data Warehouse Portal email address (portal@mhdo.maine.gov) in their spam filters.

Data Warehouse Security & Storage



File Submission

Hospitals will submit via the Data Warehouse Portal (HTTPS) which uses the Secure Sockets Layer (SSL) protocol.

Storage

All data are transferred directly to servers controlled by NORC at the University of Chicago, a nonprofit organization that specializes in secure data warehousing. Data are then validated and stored entirely within NORC's secure data enclave which complies with federal information security requirements.

Review of Testing Instructions

1. Registration and Log-in
2. Confirming and Managing Users
3. Home Page and Navigation
4. Hospital and Company Menu
5. Submission and Review of Files
6. Reports Menu
7. Feedback and Questions

Portal Demo

MHDO Maine Health
Data Organization
Information | Insight | Improvement

[Register](#) [Log in](#)

Hospital Data Portal

Log In

User name

Password

Remember me?

[Log in](#)

[Register](#) if you don't have an account.

[Recover](#) if you can't remember either your username or your password.

Tips & Reminders

Tips and Helpful Hints

- Providers MUST use the MHDO-assigned, 6-digit provider codes for all inpatient and outpatient data submissions (file names and file headers).
- Default values or blanks will NOT be accepted for MHDO-assigned or provider-assigned identifiers (e.g. patient control number or medical record number).
- Appendix A of Chapter 241 provides references to the accepted source codes.

Tips and Helpful Hints

File layout. File layout is fixed width and all loops must conform in length to the specifications in the corresponding appendices.

To accomplish this, spaces are inserted between text data values and zero's for fields cast as numeric. It is important to note that only spaces are valid for this purpose.

Tips and Helpful Hints

Overpunch Monetary Values. Historically some monetary values have been recorded using overpunch characters as defined by Extended Binary Coded Decimal Interchange Code (EBCDIC). This was and in some cases still is a common practice in medical data.

Beginning with the current version of Chapter 241, the use of overpunch characters is forbidden. All monetary values must be submitted in numerals. Negative values will be noted with a negative sign in the left-most position. Positive values will be entered without sign (see example below).

EBCDIC Overpunch values:

Value	Positive	Negative
0	{	}
1	A	J
2	B	K
3	C	L
4	D	M
5	E	N
6	F	O
7	G	P
8	H	Q
9	I	R

Example:

EBCDIC Overpunch entry	Converted value	Dollar Amount
000002346}	-000002346	(\$234.60)
000845352B	0008453522	\$84,535.22
000845352K	-008453522	(\$8,453,522)
000435562G	0004355627	\$43,556.27

Tips and Helpful Hints (Cont.)

- For a particular field there should only be ICD-9 OR ICD-10. There are separate loops for each.
- Each hospital using the Location of Service field (OP4005) MUST provide a crosswalk of its codes to the MHDO.

Tips and Helpful Hints

Outpatient Data Filing. Outpatient data filing for each department of the hospital not located in the municipality of the primary hospital must be filed in one of the following ways:

(a.) by submitting a separate file using a unique facility identification number assigned by MHDO; or

(b.) by incorporating the data in the outpatient file and associating it with a unique location code, facility name, type, and physical location (see Appendix C-1 Record Type 40 for specific reporting requirements.)

When using this approach, segment 05 of the 40 loop must be populated with a unique location code.

MHDO-assigned facility identification numbers are available in the Portal. If you need a new facility identification number or have questions about how to submit data for various facilities, please contact philippe.bonneau@maine.gov

Chapter 241 references to Location of Service

2.A.3. (b.) by incorporating the data in the outpatient file and associating it with a unique location code, facility name, type, and physical location (see Appendix C-1 Record Type 40 for specific reporting requirements.)

(Appendix C-1) OP4005 Location of Service, Text, Length 10, To be used by those facilities that wish to report physician office/clinic data on the same file as facility data.

(Appendix C-2) OP4005 has N/A for form locator as it is a “homegrown” code not a standardized code

MHDO-assigned ID vs Location of Service

Each hospital facility and any sub-entities that are submitting their own files should have an MHDO-assigned ID. This commonly includes campuses and/or Provider Based Clinics. A rule of thumb is that if it is an organizational structure that would have a CMS Identifier (National Provider Identifier), then it could be assigned an MHDO ID.

Location of Service codes are used to identify different locations that are all submitted within a single file, thus they are locations associated with an MHDO-assigned ID that do not submit separate files. These Location of Service codes are created by facilities and provided to MHDO for validation.

LOS Definition Questions

What is Location of Service?

These are internal departmental/unit codes for which the facilities provide crosswalks. The homegrown codes that hospitals are using in the Location of Services field are NOT the same codes as the MHDO-assigned provider codes.

How do we know what level of location granularity they define?

Chapter 241 Sec 2(A)(3), only requires filing for each department of the hospital not located in the municipality of the primary hospital. A hospital may report greater granularity if desired based on their internal location tracking as long as they provide the crosswalk to MHDO.

Timeline



High-Level Timeline

Task	Start Date	End Date
Phase 3 Testing: Hospitals test new submission Portal by registering	4/13/2016	5/6/2016
Phase 3 Testing: Begin submitting data Q4 2015 data	4/15/2016	5/6/2016
Phase 3 Testing Complete & Feedback due	5/6/2016	5/6/2016
Portal Go Live	7/11/2016	7/11/2016
Hospitals submit Q3 2015 (if not previously submitted), Q4 2015 & Q1 2016 data.	7/11/2016	8/31/2016

Questions?

Will the presentation be available afterwards?

Yes. The presentation will be posted to the MHDO Website. We will email a link to all participants as soon as the presentation is available.

Why are there different time frames for submitting files?

If a file is missing by the deadline, and has not been submitted, there are 15 days to submit the file. If a file was submitted in good faith, and failed, the hospital has 32 days to submit the file and get it in passed status.

How will we specify files so you know if they are facilities or provider based clinics?

Chapter 241, Section 2, Subpart A3, describes Outpatient Data Filing. The unique facility identification code will help us identify facilities or provider based clinics. In addition the file names will help us identify facilities and provider based clinics. It is possible for facilities to include provider based clinic within their files. Location of Service (LOS) information OP4005 should be used on all records in all files, regardless of what option is used.

Are the record types for provider based clinics the same as facilities? Are they included in outpatient specifications?

The record types for provider based clinics are included in the outpatient specifications. They can be found in Appendix C of Chapter 241.

Questions?

How will corrections be submitted?

There is no editing tool within the new system. Files must be resubmitted with the correction. The new system will use validations. Validation feedback will be provided through the portal. This will tell you what fields had problems and what information needs to be corrected. For example, if there is a validation error on zip-code, our system will tell you all occurrences where zip code is wrong. By using validations, the number of corrections should decrease.

What is the difference between Data Stream and File Type, on the File Naming Convention?

In most cases these will be the same, but there are some facilities that need to number their data streams differently. In general, a hospital's inpatient data submission will be set up as stream 01. If the hospital also submits outpatient data, this would be set up as stream 02. It may also be the case that a hospital has other separate data streams such as outpatient recurring and these may be defined as needed with incremental stream numbers.

Where can I find the most recent list of validations?

All of the Validations can be found in the Portal. There is also a list here:

<https://mhdo.maine.gov/xls/HospitalValidationRules160108.xlsx>.

The spreadsheet has been structured so that where there are consistencies in the validations between inpatient and outpatient we have indicated.

Additional Questions
or Comments:
[webcontact.mhdo@
maine.gov](mailto:webcontact.mhdo@maine.gov)

Please indicate in the
subject line that you are
a hospital data submitter.



MHDO Maine Health
Data Organization

Information | Insight | Improvement