

ANNUAL UPDATE INSTRUCTIONS

LAST UPDATED: MARCH 31, 2022

PURPOSE

The purpose of the upcoming changes and activities in the portal is to:

1. Review and update (if necessary) all portal registration information including hospital information, contacts, and users (permissions).
2. Evaluate 2022 data against all validation rules by resetting all existing Profile- and Exemption-Level validation rule overrides.

These updates will ensure the accuracy and quality of registration and validation information within the MHDO Hospital Data Portal.

TIMELINES

Task	Start Date	End Date
Annual validation override reset occurs	4/5/2022	4/5/2022
Annual registration information updates	4/6/2022	4/30/2022
Q1 2022 data file submissions	4/6/2022	6/30/2022

ANNUAL REGISTRATION UPDATE INSTRUCTIONS

Action Required from: Administrator Users

1. **Login.** Login to the MHDO Hospital Data Portal between April 6th and April 30th, 2022.
2. **Review and Update [Users](#)**
 - a. One Administrator User from each facility must review and update their facility's users to complete the 2022 annual registration. Please add, remove, or change permissions for users as appropriate. An explanation of permissions can be found in the [User Manual](#) (pages 5-7).

- b. Click “**Confirm Registration Update 2022 – Users**”

Please complete the process of updating your information on this page and then click the confirmation link below.

[Confirm Registration Update 2022 - Users](#)

- c. Click the Confirm button

Registration Update

By clicking the Confirm button below, I hereby certify that the 2022 registration update for **Users** has been completed.

Confirm

3. Review and Update [Contacts](#)

- a. Each facility must have at least one Administrator and Data Submitter. Accurate information ensures the proper people receive emails from the MHDO Hospital Data Portal and from the MHDO. Each facility must also provide more than one contact person. In addition to the individuals who perform the day to day tasks there should also be backup and management contacts included in the event an issue must be escalated.
- b. An explanation of roles can be found in the [User Manual](#) (pages 7-9).
- c. Click “**Confirm Registration Update 2022 - Contacts**”

Please complete the process of updating your information on this page and then click the confirmation link below.

[Confirm Registration Update 2022 - Contacts](#)

- d. Click the Confirm button

Registration Update

By clicking the Confirm button below, I hereby certify that the 2022 registration update for **Contacts** has been completed.

Confirm

4. Review and Update [Summary](#).

- a. Please review your facility’s Campus, Campus Sub entities (clinics), and Data Streams. One Administrator User from each company must review and contact the

Help Desk (mhdohelp@hsri.org) regarding changes to this information. MHDO Staff will make all edits to information on this page.

- b. Click “**Confirm Registration Update 2022 - Summary**”

Please review the information on this page. Contact the Help Desk (mhdohelp@hsri.org) regarding any necessary changes. If there are no changes, click the confirmation link below.
[Confirm Registration Update 2021 - Summary](#)

- c. Click the Confirm button

By clicking the Confirm button below, I hereby certify that the 2021 registration update for **Summary** has been completed.

Confirm

5. **Completion of 2022 Updates.** Once steps 1-4 have been completed successfully a message indicating the 2022 updates are completed will be displayed at the top of the Uses, Contacts, and Summary screens. Please complete these steps **by April 30th, 2022**. **Failure to complete your updates may result in delays processing files and the release of MHDO's data to authorized data users.**

Hospital Summary

Your registration information update for 2022 is complete. Thank you.

VALIDATION OVERRIDE REVIEW INSTRUCTIONS

Action Required from: Data Submitters

1. **Review 2021 [Validation Report](#).** Information about how your data performed against the validation rules in the past can be found in the Validation Report. Further instructions for using the report with screen shots can be found in the [User Manual](#) (pages 18-19).
2. **Submit Quarter 1 2022 Data.** Submit your Quarter 1 2022 data to the MHDO Hospital Data Portal between April 6th and June 30th, 2022. Note: If you are unable to submit your data by June 30th, these instructions still apply.
3. **Review and Resolve Validation Issues.** **Due to all Profile and Exemption-Level overrides being reset, most users will have validation issues to review and resolve.** Once you click “Request Override” for a given Profile or Exemption-Level issue you will see a history of past overrides (if there are any), including the reason for the override or termination of the override, for that rule. Further instruction and screenshots can be found in the [User Manual](#) (page 16-18).

VALIDATION RULE UPDATES

A summary validation rule updates can be found on the [Hospital Data Submitters](#) page on the MHDO website.

HELP AND REPORTING ISSUES

All questions and issues encountered in the portal should be directed to the MHDO Help Desk.

Toll-free Phone: (866) 451-5876

Email: mhdohelp@hsri.org