



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

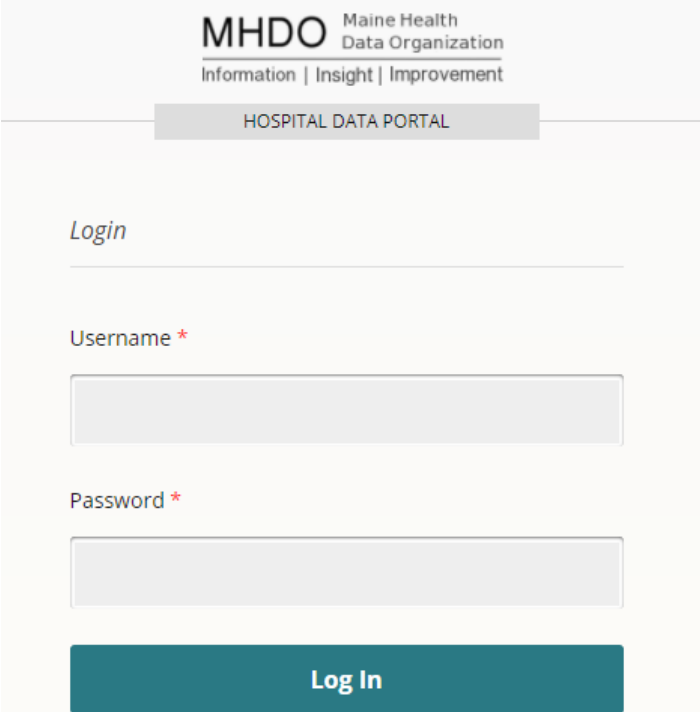
Goals: More timely validation of data submissions and improved reporting capabilities. Utilizing these data, the MHDO will produce an expanded set of reports for use by hospitals and other stakeholders.

- 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/



The screenshot shows the login interface for the MHDO Hospital Data Portal. At the top, the logo for MHDO (Maine Health Data Organization) is displayed with the tagline 'Information | Insight | Improvement'. Below the logo, the text 'HOSPITAL DATA PORTAL' is centered. The page features a 'Login' heading, followed by a horizontal line. Below this, there are two input fields: 'Username *' and 'Password *', each with a corresponding text box. At the bottom of the form is a teal 'Log In' button.

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.

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HOSPITAL DATA PORTAL

Login

Username *

Password *

Log In

If you don't have an account. [Register a New Account](#)

If you can't remember either your username or your password. [Recover an Existing Account](#)

Other questions? Contact the Help Desk at mhdohelp@norc.org

Submitter Registration

5. Select “I’m a Quality Data Submitter”.

Registration - Quality Data Submitter?

Submitter Type Details

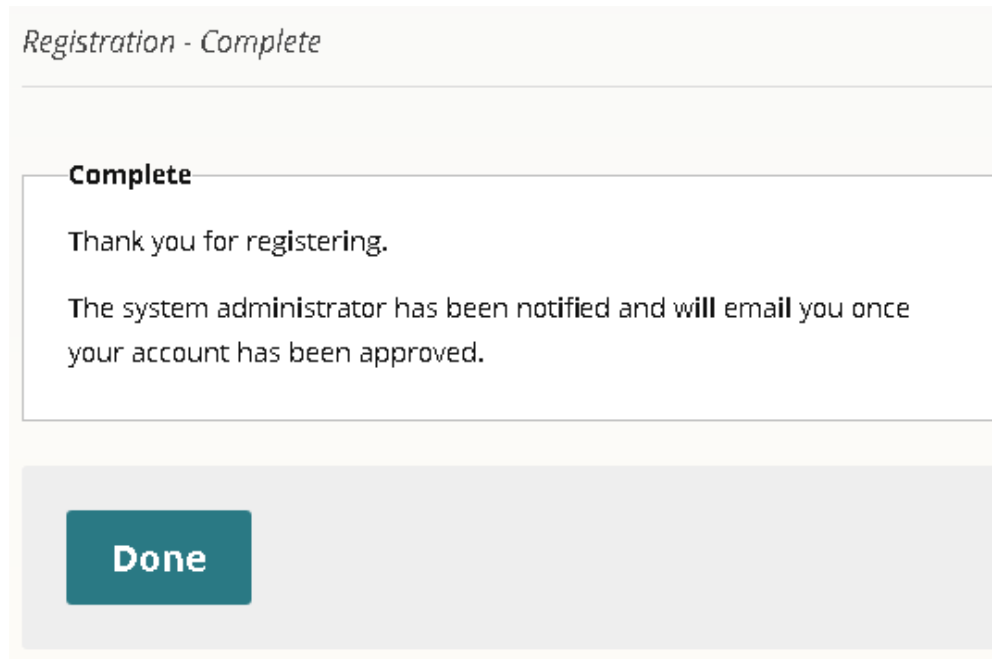
I'm NOT a Quality Data Submitter

I'm a Quality Data Submitter

Next

Submitter Registration

6. The “Registration – Complete” page will appear.
7. Your account must be approved by MHDO before you can login.



File Naming

File Naming Convention

- HAI-XXXXXX-yyyyQTRn.xls, or
- NSI-XXXXXX-yyyyQTRn.xls
- 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

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.

View Quality Data Submission

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

Submission Details

Explanation: 

NSI-200000-2017QTR3.XLS

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

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.



Data Submission & Review of Files

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

Quality Data File Submissions - MHDO Test Hospital

FILE TYPE:

All



STATUS:

All



ID	Name	Type	Submitted	Status	Resubmission Reason	Actions
1	HAI-200000-2017QTR1.xls	HAI	7/21/2017 11:38 AM	Submitted		Details Download

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 transmittal 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.

Q & A



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