MHDO Maine Health Data Organization

Information | Insight | Improvement

Hospital Data Submitter Webinar

March 9, 2:00 – 3:30 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

Timelines
5 minutes

Review of Testing
10 minutes

File Naming
5 minutes

Technology Requirements
5 minutes

MHDO Rule Chapter 241
45 minutes

Closing and Questions
15 minutes

Welcome and Updates

1. **Databay Submission System Closed**

2. **Review of Goals of the New System**

3. **More Information on MHDO website: https://mhdo.maine.gov/hosp_data_submitters.htm**

Timeline

High-Level Timeline

Task	Start Date	End Date
Phase 1 Testing	3/10/2016	3/30/2016
Hospitals test new submission Portal with the submission of Q4 2015 data	4/5/2016	4/30/2016
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

Review of Testing

3 Testing Phases

✓ Phase 1: File Format/Layout

✓ Phase 2: Beta

✓ Phase 3: Full System Test

Testing Phases

Test Phase	Type of Testing	Timeline	Participation
Phase 1: File Format/Layout	Testing file layout; new file name convention; and file compression with encryption and file transport.	March 10-31, 2016	Voluntary/Optional
Phase 2: Beta	Beta Testing of new registration, submission and data validation system.	March 21-25, 2016	Small group of selected providers
Phase 3: Full System Test	Testing of new registration, submission and validation system.	April 5-30, 2016	Required

Phase 1 Testing Next Steps

1. Register for Testing (Link on MHDO website: https://mhdo.maine.gov/hosp_data_submitters.htm)

2. Receive Instructions on March 10th

3. Submit File through Online Application between March 10-31st

4. Work w/ Dave Vincent @ MHDO on file naming and layout issues

File Naming

Review of File Name Convention

File Name Examples

File Naming Convention

MHDOID_DS_CCYYMM_CCYYMM_FT_SN_VN.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
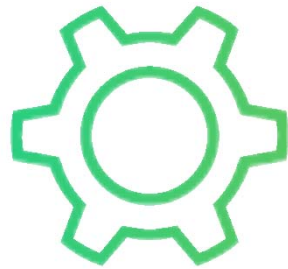
File Name Examples

Facilities submitting monthly:

200009_01_201601_201601_IP_01_v01.txt

Facilities submitting quarterly:
200009_02_201601_201603_OP_01_v02.txt

Technology Requirements

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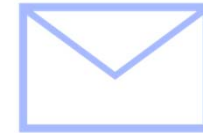
The MHDO Data Warehouse Portal will send email notifications regarding registration, file submissions, etc. to users.

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

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 MHDO Data Warehouse Portal.

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.

MHDO Rule Chapter 241

Chapter 241: Uniform Reporting System for Hospital Inpatient Data Sets and Hospital Outpatient Data Sets

The new system will require that your file layout comply with MHDO Rule Chapter 241.

A copy of the current Rule Chapter 241 can be found on our Statutes and Rules page:
https://mhdo.maine.gov/rules.htm

Chapter 241: Overview

1. Definitions

2. Data set filing descriptions

3. Submission requirements

4. Standards for data

5. Public access

6. Extensions or waiver for data submission requirements

7. Compliance

8. Central registry for health professional codes

Chapter 241: Overview

II. Appendices

A: Source Codes and References

B-1: Inpatient Data Submission Specifications

B-2: Inpatient Data Record Mapping to National Standards

C-1: Outpatient Data Submission Specifications

C-2: Outpatient Data Record Mapping to National Standards

Review of Rule Chapter 241

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 (Cont.)

◦ For a particular field there should only be ICD-9 OR ICD-10. There are separate fields for each.

◦ Each hospital using the Location of Service field (OP4005) MUST provide a crosswalk of its codes to the MHDO.

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. 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?

Please see the list of our proposed front end validations: 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

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

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