MHDO Maine Health
Data Organization

Information | Insight | Improvement

ANNUAL UPDATE INSTRUCTIONS

LAST UPDATED: JANUARY 22, 2016

PURPOSE

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

1. Update all portal registration information including contacts and company business.
2. Evaluate 2016 data against all validation rules by resetting all existing Profile – and Exemption – Level validation rule overrides.
3. Implement the revised and adopted MHDO Chapter 243 - Uniform Reporting System for Health Care Claims Data Sets for the submission of January 2016 data.
4. Revise validation rules to accommodate changes to Chapter 243 and improve data quality.

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

TIMELINES

Annual registration updates are required to be completed between February 3rd and February 29th. Although required annually, it is strongly recommended that portal users review and update company profiles, payer details and contact information as changes occur to ensure that communication with payers remains targeted and timely.

The new file format, validation rule changes, and validation resets will go into effect on February 3rd for January 2016 data submissions.

NOTE: In order to make the transition to the reset and updated validation rules as seamless as possible, all data submitted from February 1 – February 2 will not be validated until overrides are reset and updated validation rules go into effect on February 3rd. Submissions can be made from February 1 through February 2, but they will not be processed until February 3rd.

ANNUAL REGISTRATION UPDATE INSTRUCTIONS

Action Required from: Administrative Contacts

1. **Login.** Login to the MHDO Data Warehouse Portal between February 3rd and February 29th.
2. **Review and Update [Registration Summary](#).** A new field called Parent Company has been added to this screen. **Please select Edit to provide your Parent Company**. A Parent Company is a company that owns an influential amount of voting stock or power to control the subsidiary's management and operation. If your parent company is the same as your Company Name please fill it in. This information will become part of the MHDO's Payer Directory and be useful for data users. Each company must have at least one Administrative and Compliance Contact. Each company must also have at least one contact for each file type submitted (Eligibility, Medical, Dental, and Pharmacy). The same person can be listed as multiple contact types and multiple people can be listed for each contact type. Accurate information ensures the proper people receive emails from the MHDO Data Warehouse Portal and from the MHDO. Please also make any necessary updates to the company's Third Party Submitter and On-Behalf Submissions. Administrative Contacts have permission to edit all information on this page. Additionally, users have permission to edit their own contact information.
3. **Review and Update [Payer Details](#).** One Administrative Contact from each company must review and update the Payer Details in order to complete the 2016 annual registration. Administrative, Medical, Pharmacy, and Dental contacts have permission to edit and save information on this page, but only Administrative Contacts can approve the 2016 update. Many companies have multiple people designated as Administrative Contacts. An explanation of user roles can be found in the [User Manual](#).
4. **Indicate Completions of 2016 Updates.** One Administrative Contact from each company must indicate that 2016 registration updates are done by selecting "Complete 2016 Annual Registration Update" **by Monday, February 29th**.

VALIDATION OVERRIDE REVIEW INSTRUCTIONS

Action Required from: Data Submitters

1. **Review 2015 [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](#).
2. **Submit January 2016 Data**. Submit your January 2016 data to the MHDO Data Warehouse Portal between February 3rd and, February 29th. Note: If you are unable to submit your data by February 29th, 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 select "Resolve" 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](#).

VALIDATION RULE UPDATES

As part of our annual updates to Chapter 243 and annual review of data quality we are making validation rule changes. Additionally, as a result of payer feedback we are making adjustments to a handful of Medical ICD-10 related rules that were implemented in November 2015. A summary of these changes is available in the attached spreadsheet.

HELP AND REPORTING ISSUES

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

Toll-free Phone: (866) 315-7125

Email: mhdohelp@norc.org