

# OCM and SCIP Measure Data Submission Process: How to Submit Data through the QualityNet Secure Portal

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**July 30, 2015** 

### **Acronyms**

**ADCC** Alliance of Dedicated Cancer Centers

C4QI Consortium of Comprehensive Cancer Centers

for Quality Improvement

**CMS** Centers for Medicare & Medicaid Services

**CSV** Comma Separated Value File

**DACA** Data Accuracy and Completeness Acknowledgement

**HHS** Health and Human Services

**HQR** Hospital Quality Reporting

MAP Measure Application Partnership

NQS National Quality Strategy

OARS Online Access Request System

**OCM** Oncology Care Measure

**PCHQR** PPS-Exempt Cancer Hospital Quality Reporting

PHI Protected Health Information

PII Personally Identifiable Information

SCIP Surgical Care Improvement Project

### **Purpose**

The purpose of this presentation is to provide PCHQR Program participants with guidance on OCM and SCIP data collection and submission starting with 1st Quarter 2015 discharges. It will also provide details on how to process data submissions through the *QualityNet* Secure File Transfer.

### **Learning Objectives**

By the end of this presentation, attendees will be able to:

- Recognize what data is needed for the OCM and SCIP data collection steps
- Complete the OCM and SCIP CSV file format using the CSV file template
- Access the QualityNet Secure File Transfer and transmit files
- View and troubleshoot the OCM and SCIP data transfer

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### PCHQR Program

OCM AND SCIP MEASURE DATA SUBMISSION PROCESS: HOW TO SUBMIT DATA THROUGH THE QUALITYNET SECURE PORTAL

### **CSV File Format**

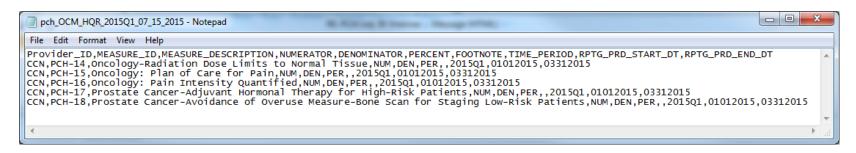
#### A CSV file stores tabular data in plain text.

- Plain text means that the file is interpreted as a sequence of human-readable characters.
- Each line of the file is a data record.
- Each record consists of one or more fields separated by commas.
- All records should have the same number of fields, in the same order.
- The use of the comma as a field separator is the reason we call this a Comma Separated Value File.

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# **CSV Example: OCM File Layout**

CSV files can be viewed using multiple types of applications. The picture below shows an OCM data file using Microsoft Notepad<sup>®</sup>. Note the first row contains the column names and the subsequent rows contain the values. A comma separates each value.



The OCM Template Data File Viewed from Microsoft Notepad<sup>©</sup>

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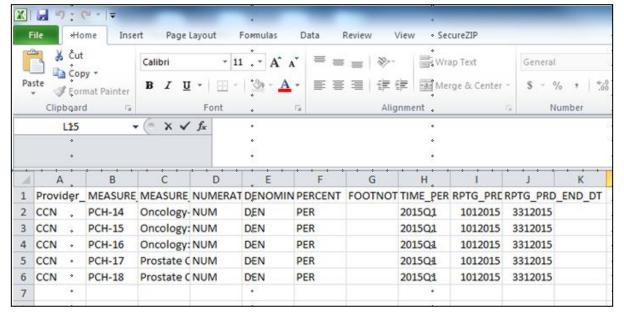
# **CSV Example: OCM File Layout**

This picture shows the same OCM template data file using Microsoft Excel<sup>©</sup>. Here the column names and their corresponding values appear in alignment, making it easier to view and verify the data.

**NOTE:** Microsoft Excel<sup>©</sup> defaults to hiding leading zeros in number values.

If any changes are necessary after reviewing the file in Microsoft Excel<sup>©</sup>, the changes **must** be made in Microsoft Notepad<sup>©</sup> (or in the source system that is creating the

CSV file).



# **CSV Example: SCIP File Layout**

The picture below shows the SCIP template data file using Microsoft Notepad<sup>©</sup>. Again, the first row contains the column names and the subsequent rows contain the values.

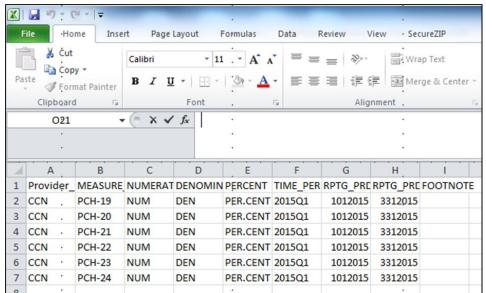
**SCIP Template Data File Viewed From Microsoft Notepad<sup>©</sup>** 

# **CSV Example: SCIP File Layout**

This picture shows the same SCIP template data file using Microsoft Excel<sup>©</sup>. Here the column names and their corresponding values appear in alignment, making it easier to view and verify the data.

**NOTE:** Microsoft Excel<sup>©</sup> defaults to hiding leading zeros in number values.

If any changes are necessary after reviewing the file in Microsoft Excel<sup>©</sup>, the changes **must** be made in Microsoft Notepad<sup>©</sup> (or in the source system that is creating the CSV file).



SCIP Template Data File Viewed from Microsoft Excel®

## OCM and SCIP CSV File Fields

Field	ОСМ	SCIP
Denominator	•	•
Footnote	•	•
Measure Description	•	
Measure ID	•	•
Numerator	•	•
Percent	•	•
Provider ID	•	•
Reporting Period End Date	•	•
Reporting Period Start Date	•	•
Time Period	•	•

### **Measure ID Crosswalk**

Measure Group	Measure ID	NQF #	Other Name	Measure Description
Oncology Care Measures (OCM)	PCH-14	382		Oncology-Radiation Dose Limits to Normal Tissue
	PCH-15	383		Oncology: Plan of Care for Pain
	PCH-16	384		Oncology: Pain Intensity Quantified
	PCH-17	390		Prostate Cancer-Adjuvant Hormonal Therapy for High-Risk Patients
	PCH-18	389		Prostate Cancer-Avoidance of Overuse Measure-Bone Scan for Staging Low-Risk Patients
Surgical Care Improvement Project (SCIP) Measures	PCH-19	218	SCIP-VTE-2	Surgery Patients Who Received Appropriate Venous Thromboembolism Prophylaxis Within 24 Hours Prior to Surgery to 24 Hours After Surgery
	PCH-20	453	SCIP-Inf-9	Urinary catheter removed on Postoperative Day 1 (POD 1) or Postoperative Day 2 (POD 2) with day of surgery being day zero
	PCH-21	527	SCIP-Inf-1	Prophylactic Antibiotic Received Within One Hour Prior to Surgical Incision
	PCH-22	528	SCIP-Inf-2	Prophylactic Antibiotic Selection for Surgical Patients
	PCH-23	529	SCIP-Inf-3	Prophylactic Antibiotics Discontinued Within 24 Hours After Surgery End Time - Overall Rate
	PCH-24	284	SCIP-Card-2	Surgery Patients on Beta-Blocker Therapy Prior to Arrival Who Received a Beta- Blocker During the Perioperative Period

## OCM Template Data File: pch\_OCM\_HQR\_2015Q1\_07\_15\_2015.csv

#### Viewed from Microsoft Notepad®

```
File Edit Format View Help

Provider_ID, MEASURE_ID, MEASURE_DESCRIPTION, NUMERATOR, DENOMINATOR, PERCENT, FOOTNOTE, TIME_PERIOD, RPTG_PRD_START_DT, RPTG_PRD_END_DT

CCN, PCH-14, Oncology-Radiation Dose Limits to Normal Tissue, NUM, DEN, PER, 2015Q1, 101012015, 03312015

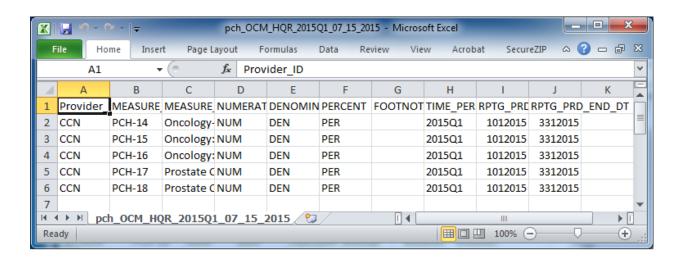
CCN, PCH-15, Oncology: Plan of Care for Pain, NUM, DEN, PER, 2015Q1, 01012015, 03312015

CCN, PCH-16, Oncology: Pain Intensity Quantified, NUM, DEN, PER, 2015Q1, 01012015, 03312015

CCN, PCH-17, Prostate Cancer-Adjuvant Hormonal Therapy for High-Risk Patients, NUM, DEN, PER, 2015Q1, 01012015, 03312015

CCN, PCH-18, Prostate Cancer-Avoidance of Overuse Measure-Bone Scan for Staging Low-Risk Patients, NUM, DEN, PER, 2015Q1, 01012015, 03312015
```

#### Viewed from Microsoft Excel®



## OCM Template Data File: pch\_OCM\_HQR\_2015Q1\_07\_15\_2015.csv

Steps to modify the OCM template data file so that a provider will be able to submit provider-specific OCM data as a CSV:

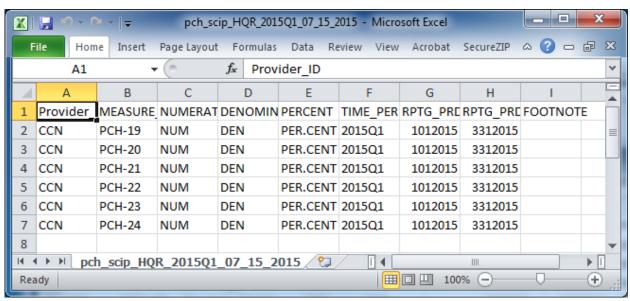
- Using Microsoft Notepad<sup>©</sup>, replace the following placeholders with actual data
  - a. For each "CCN," use the provider's actual CCN
  - b. For each "NUM," use the measure's actual numerator value (such as "20")
  - c. For each "DEN," use the measure's actual denominator value (such as "25")
  - d. For each "PER," use the measure's actual percentage value rounded to the nearest whole number (such as "80")
- 2. Do not eliminate any commas
- 3. Do not manipulate any other values

4. Close and save the file

## SCIP Template Data File: pch\_scip\_HQR\_2015Q1\_07\_15\_2015.csv

#### Viewed from Microsoft Notepad<sup>©</sup>

#### Viewed from Microsoft Excel®



## SCIP Template Data File: pch\_scip\_HQR\_2015Q1\_07\_15\_2015.csv

Steps to modify the SCIP template data file so that a provider will be able to submit provider-specific SCIP data as a CSV:

- 1. Using Microsoft Notepad<sup>©</sup>, replace the following placeholders with actual data:
  - a. For each "CCN," use the facility's actual CCN
  - b. For each "NUM," use the measure's actual numerator value (such as "15")
  - c. For each "DEN," use the measure's actual denominator value (such as "18")
  - d. For each "PER.CENT," use the measure's actual percentage value with precision up to one decimal place (such as "83.3")
- 2. Do not eliminate any commas
- 3. Do not manipulate any other values
- 4. Close and save the file

### **OCM** and **SCIP** CSV File: Tips

The next step is to verify that the changes were made correctly to the provider-specific data files.

- Open the file in Microsoft Excel<sup>©</sup> and verify all values correctly align with the corresponding columns
- Note that Microsoft Excel's © default is to hide leading zeros in number values, so the RPTG\_PRD\_START\_DT and RPTG\_PRD\_END\_DT values will appear as seven digit numbers instead of dates
- 3. Close and do **not** save the file
- 4. If any changes are necessary after reviewing the file in Microsoft Excel®, the changes must be made in Microsoft Notepad® (or in the source system that is creating the CSV file)

# OCM and SCIP CSV File: Naming Conventions

Examples of the CSV naming conventions for First Quarter 2015 data:

- pch\_OCM\_HQR\_2015Q1\_MM\_DD\_YYYY.csv
- pch\_scip\_HQR\_2015Q1\_MM\_DD\_YYYYY.csv

#### Requirements and Rationale:

- The quarter used in the above filename examples and in the "Time\_Period" column in each data file (2015Q1) is specific to the current data submission period.
- Future data submission periods will use different values here and will be specific to those data submission periods.
- The use of upper and lower cases, as shown in the above sample names, is required, as is the use of the underscores (\_) between each section of the files' names. Note that 'OCM' is upper case but 'scip' is lower case.
- The date value (MM\_DD\_YYYYY) at the end of the filename is variable and can simply reflect the date of upload (07\_15\_2015).

# Secure File Transfer (via QualityNet Secure Portal)

- What is the QualityNet Secure File Transfer?
   Secure File Transfer provides a mechanism for securely exchanging documents containing sensitive information such as PHI or PII.
- Who can use Secure File Transfer?
   External users, such as PCHs, are able to exchange message(s)/file(s) with internal users, such as CMS and/or CMS Contractors.

### Secure File Transfer Access

- Access to Secure File Transfer is provided via the QualityNet Secure Portal.
- A QualityNet Secure Portal login is required to utilize the Secure File Transfer functionality.
- Any registered QualityNet Secure Portal user with an OARS account will have access to Secure File Transfer, with specific roles available based upon the user type and access levels, as dictated by established business requirements.

**REMINDER:** In order to access Secure File Transfer, you must first be a registered user of the *QualityNet Secure Portal*.

### Accessing the QualityNet Secure Portal

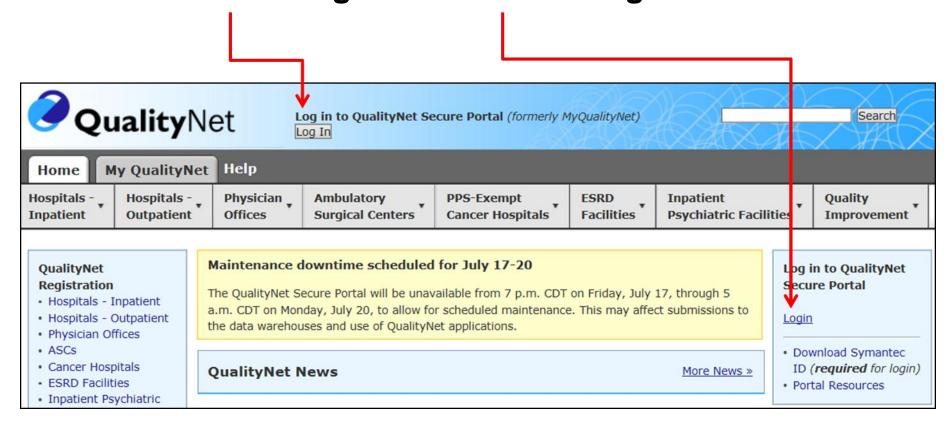
Registering for a *QualityNet Secure Portal* user account is outside the current discussion.

Information regarding registering for an account is available on the *QualityNet* website at:

https://www.qualitynet.org/dcs/ContentServer?c=Page&pagename=QnetPublic%2FPage%2FQnetBasic&cid=1144767874620

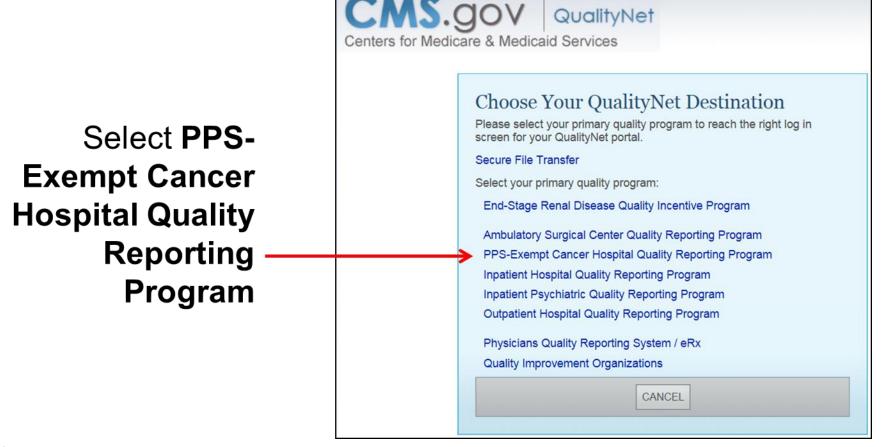
### **Accessing Secure File Transfer**

Access the *QualityNet* website at <u>www.qualitynet.org</u> and select either the **Log In** button or the **Login** link.



## Choosing Your *QualityNet*Destination

The Choose Your *QualityNet* Destination window appears.



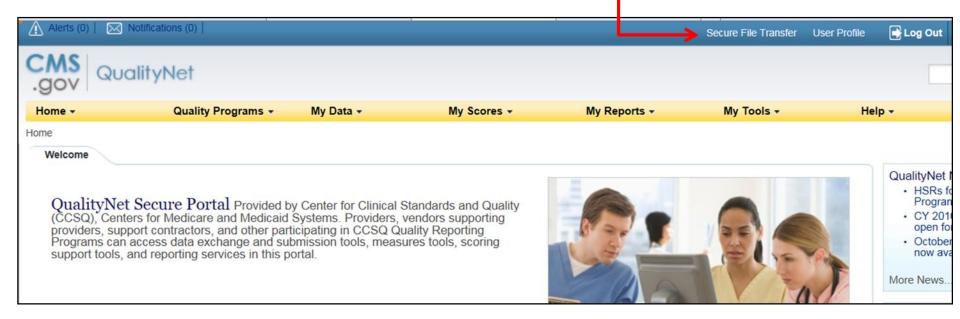
### Logging In to the Secure Portal

The Log In to QualityNet window appears.



### Sending Files through the QualityNet Secure File Transfer

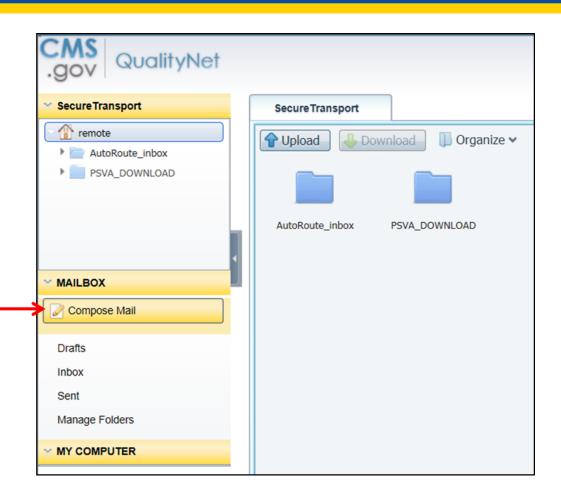
Once logged into *QualityNet*, select the **Secure File Transfer** link



### **User Interface Screen**

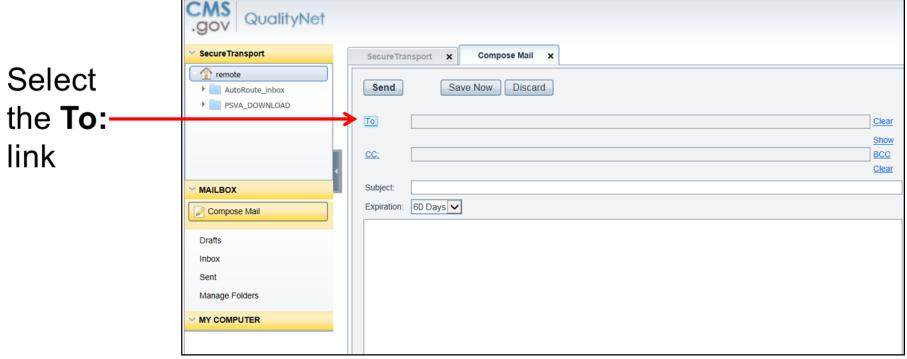
The QualityNet Secure Transport Window appears.

Under Mailbox, select the Compose Mail option



### **Compose Mail**

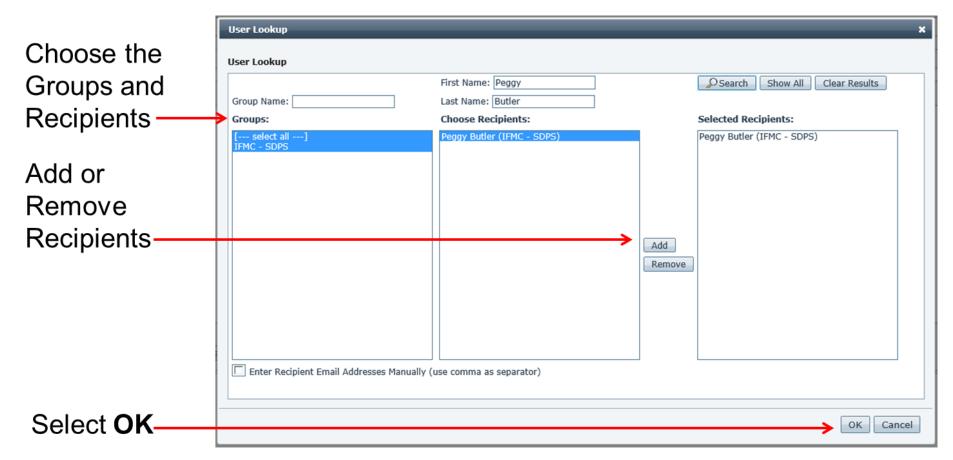
The **Compose Mail** tab appears.



**NOTE:** Select the **CC** or **BCC** links to add secondary recipients. The Lookup feature is the same for each category of recipient.

### **User Lookup Dialog Box**

The **User Lookup** window appears.



### **Choosing OCM and SCIP Recipients**

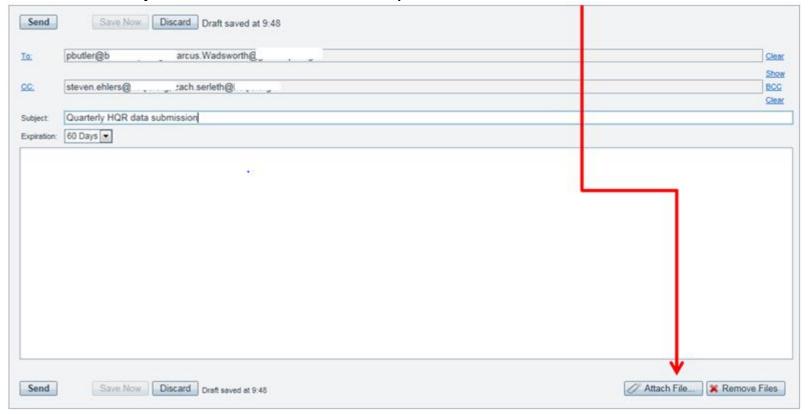
The recipients are **Peggy Butler** and **Marcus Wadsworth** with copies to **Zach Serleth** and **Steven Ehlers**.

Notes on selecting recipients:

- You can remove a recipient from the Selected Recipients list by selecting that recipient and clicking REMOVE.
- Once the desired people are in the Selected Recipients list, click OK to insert the recipient's(s') email(s) into the address fields.
- Clicking the Clear Results button will allow you to clear your Groups and Choose Recipients search results to allow an additional search while retaining your Selected Recipients.

### Attaching a CSV File

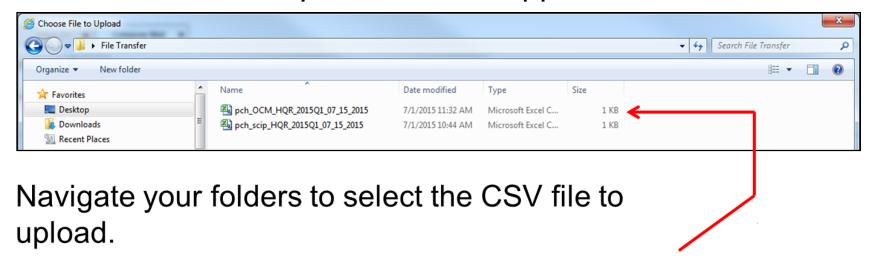
Once the recipients are chosen, select the **Attach File** button.



**NOTE:** Send only one attachment per message.

### Attaching a CSV File

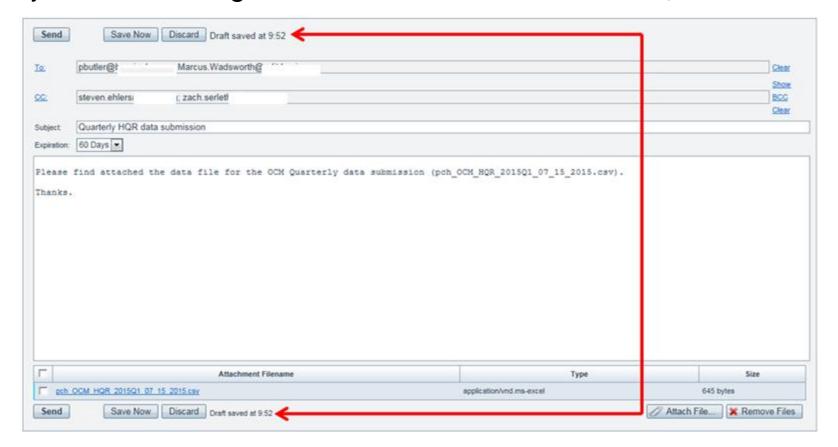
The Choose File to Upload window appears.



Again, send only one attachment per message.

### Composing a Message

Once you have chosen recipients, attached the file, and filled the Subject and Message fields, select **Send**, **Save Now**, **or Discard**.



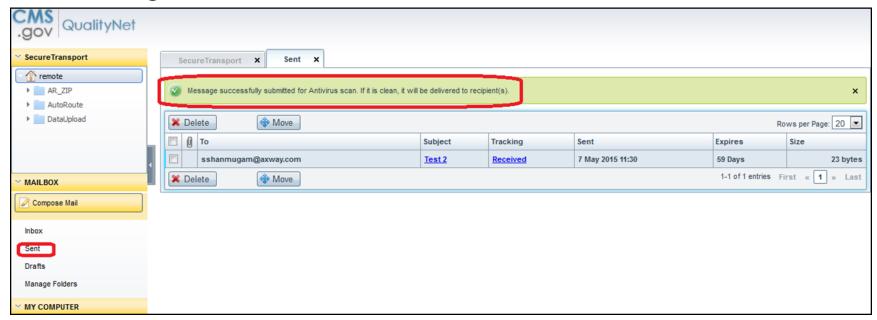
### **Message Expiration**

The **Expiration** block allows you to designate how long your message will be available to the recipient. There are several expiration choices available for selection. The default expiration is 60 days, which is the maximum expiration option available.

**Note**: The expiration selection chosen will also dictate how long the message is retained within the sender's Sent folder, unless the user chooses to delete this message sooner than the expiration selected.

## Confirmation that a File was Received

- Confirmation will be sent after successful anti-virus scanning.
- Upon seeing the file in the Sent folder, a Tracking column will be available to show the status of the sent message.



## Confirmation that a File was Downloaded

When a recipient downloads a file that you have sent to them, you will receive a confirmation email that contains the following:

- Message Subject
- Recipient Email Address
- File Name
- Download Date/Time

QualityNet Secure File Transfer File Download Notification		
Subject	Quarterly HQR data submission	
Recipient		
Attachment	pch_OCM_HQR_2015Q1_07_15_2015.csv	
Downloaded at	2015-07-20 12:22:11:509 EDT	

# Stepping Back: Why Submit Data?

- Intent of the PCHQR Program
  - Alignment with...
    - o NQS
    - Nationally identified priorities
    - HHS Strategic Plan and priorities
    - CMS Strategic Plans
    - Recommendations of the MAP
  - Compliance with Federal Rules and Regulations

# Why Select and Improve Metrics?

- Initial Rule issued on August 31, 2012
  - Two CDC/NHSN metrics
  - Three cancer-specific metrics
- Why?
  - The CDC has indicated that there are as many as two million hospital associated infections each year that result in approximately 90,000 deaths a year
  - The American Cancer Society estimated that, in 2012:
    - □ 51,690 Americans would die of colon cancer
    - □ 39,510 Americans would die of breast cancer

## What Is to Be Reported?

- The Affordable Care Act requires reporting on:
  - Measures of processes
  - Structural measures
  - Measures of outcomes
  - Patients' perspective on care
  - Efficiency
  - Costs of care
- Considerations in the selection of quality measures state that public reporting should rely on a mix of:
  - Standards
  - Outcomes
  - Process of care measures, including care transitions, and changes in patients functional status

## What is the Impact of Reporting?

#### Reporting data:

- Provides information to the public about performance
- Opens dialogue and communication about safety and quality between patients and providers
- Opens discussion about quality within various areas of each of the PCHs
- Focuses attention on quality metrics
- Drives performance improvement
- Focuses expert resources/communities on quality
  - Partnership for Patients
  - Cooperative groups (ADCC and C4QI)
  - Professional societies, meetings, and websites
- Provides learning opportunities, both internal and external
- Drives measure development for measures that improve capture and differentiate value

#### **Some Great Resources**

- Quality Reporting Center
   http://www.qualityreportingcenter.com/inpatient/pch/
- QualityNet PPS-Exempt Cancer Hospitals Resources
   https://www.qualitynet.org/dcs/ContentServer?c=Page&pagename=QnetPublic%2FPage%2FQnetTier2&cid=1228772864228
- QualityNet PPS-Exempt Cancer Hospitals Support Contact

https://www.qualitynet.org/dcs/ContentServer?c=Page&pagename=QnetPublic%2FPage%2FQnetTier2&cid=1228772864236

## Some Reminders and Updates

- QualityNet Secure Portal OCM Web-Based Tool
  - Do not use the tool. The tool allows manual direct data entry, but the data will not display on reports and will not populate public reporting.
- DACA for FY 2016 is due by August 31, 2015
- New Team Member

## **Continuing Education Approval**

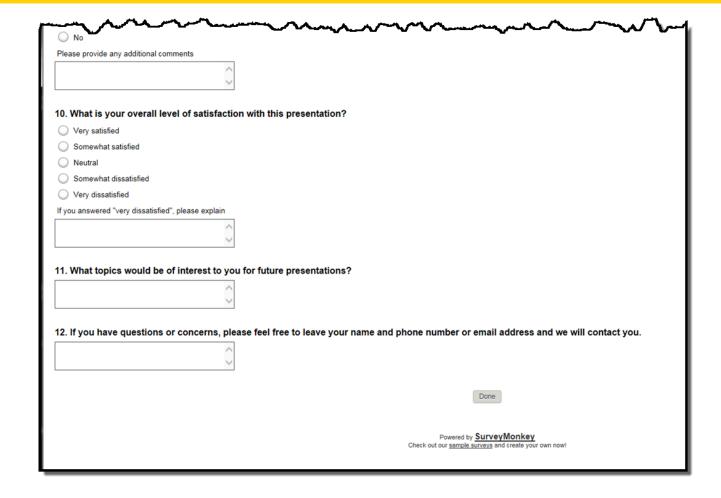
- This program has been approved for 1.0 continuing education (CE) unit for the following professional boards:
  - Florida Board of Clinical Social Work, Marriage and Family Therapy and Mental Health Counseling
  - Florida Board of Nursing Home Administrators
  - Florida Council of Dietetics
  - Florida Board of Pharmacy
  - Board of Registered Nursing (Provider #16578)

 It is your responsibility to submit this form to your accrediting body for credit.

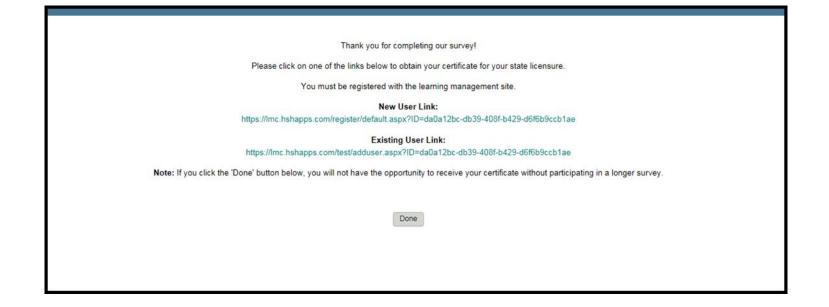
#### **CE Credit Process**

- Complete the ReadyTalk® survey that will pop up after the webinar, or wait for the survey that will be sent to all registrants within the next 48 hours.
- After completion of the survey, click "done" at the bottom of the screen.
- Another page will open that asks you to register in HSAG's Learning Management Center.
  - This is a separate registration from ReadyTalk
  - Please use your PERSONAL email so you can receive your certificate
  - Healthcare facilities have firewalls up that block our certificates

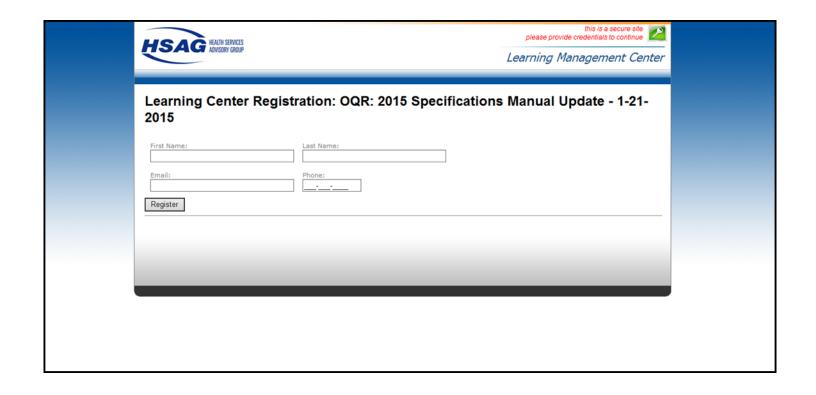
## **CE Credit Process: Survey**



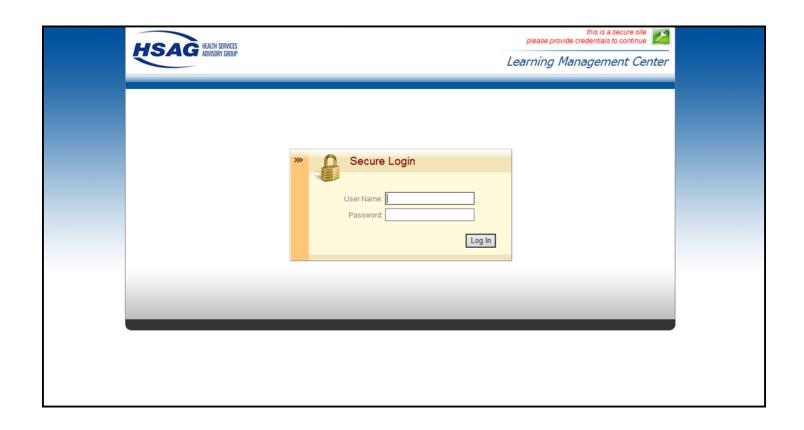
### **CE Credit Process**



#### **CE Credit Process: New User**



## **CE Credit Process: Existing User**



#### **QUESTIONS?**

This material was prepared by the Inpatient Value, Incentives, and Quality Reporting Outreach and Education Support Contractor, under contract with the Centers for Medicare & Medicaid Services (CMS), an agency of the U.S. Department of Health and Human Services. HHSM-500-2013-13007I, FL-IQR-Ch8-07242015-03