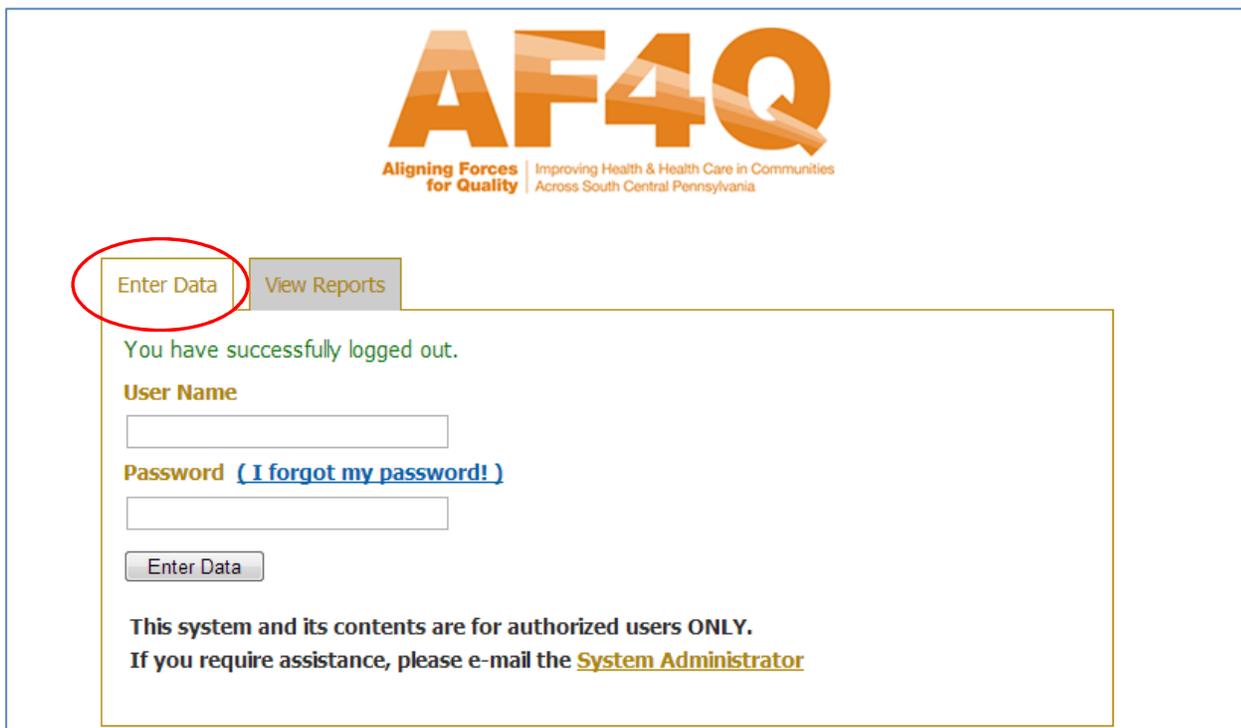




Data Portal Training Manual

1. How to Log into the Portal

Accessing the portal via the internet will lead you to the Login screen.



The first time you access the portal, you should enter your User Name (i.e. email address associated with the account) and temporary password that you have received via email. The portal will automatically ask you to create a new password that you can use for logging in from now on.

Please note that there are two tabs available on the Login screen:

- Enter Data—allows you to access data entry templates and review the information that was previously entered for your organization
- View Reports—allows you to access the reporting site that has graphical and list comparisons of how your performance compares to other organizations participating in this initiative (*Please reference the Reporting Manual for additional details*)

2. How to Enter Data

Once you are logged in, you will automatically be directed to the Enter Data Screen.

Enter Data Archives Help About The Portal My Account Log Out

Hello [user_seven_test](#) from Sample Practice. Your session will expire in 29 minutes, and 18 seconds.

Enter Data for Sample Practice

Monthly Adult Measures

Provider Name	Provider Type (ALL) ▾	Period (ALL) ▾	Status (ALL) ▾	Action
Sample Practice	Hospital	December 2013	Submitted	View
Sample Practice	Hospital	November 2013	Not Started	Enter
Sample Practice	Hospital	October 2013	Submitted	View

You should see all of the periods that are open since the inception of the project. Please note the last two columns:

- Status (All) filter—allows you to review the status of your submissions. For example, in the case above, the data was submitted for October and December periods for the Sample Practice.
 - Submitted—once the data has been submitted, it can only be viewed by the users
 - Draft—denotes that some data has been entered into the template, but the user did not complete all of the steps for the submission. The system has saved all of the values that were previously entered, and the user can now resume the data entry/ submission.
 - Not started—the submission has not been attempted.



Tip: As the project progresses, the periods will continue to appear in reverse chronological order with the newest period appearing on the top of the page. As time passes, you may want to select “Not Started” under the filter options in order to view only periods that still require data submission.

Please click on the Enter link under the Action column to initiate data submission for the selected period.

Step 1: Enter Save

- Fill in the numerator and denominator values for each measures
- The portal displays the measure name, descriptions for the numerators/denominators and any applicable exclusion

Provider: Sample Practice
Category: **Monthly Adult Measures**
Period: November 2013

Step 1: Enter and Save Step 2: Review and Submit Step 3: Done

Diabetes Outcome Measures

#1. NQF 0575: Comprehensive Diabetes Care: Hemoglobin A1c (HbA1c) Control (<8)

<input type="text" value="10"/>	Numerator — Patients 18-75 years of age with diabetes (type 1 and type 2) whose HbA1c level is <8.0% during the measurement year.	Exclude patients with a diagnosis of polycystic ovaries who did not have a face-to-face encounter, in any setting, with a diagnosis of diabetes during the measurement year or the year prior to the measurement year. Diagnosis may occur at any time in the member's history, but must have occurred by the end of the measurement year. Exclude patients with gestational or steroid-induced diabetes who did not have a face-to-face encounter, in any setting, with a diagnosis of diabetes during the measurement year or the year prior to the measurement year. Diagnosis may occur during the measurement year or the year prior to the measurement year, but must have occurred by the end of the measurement year.
<input type="text" value="20"/>	Denominator — Patients 18-75 years of age by the end of the measurement year who had a diagnosis of diabetes (type 1 or type 2) during the measurement year or the year prior to the measurement year.	



Data submission tips:

- The portal is built to simplify your data submission. For example, if any of the denominators are the same, the system will automatically populate the denominator values, if you fill in the numerator for that measure.
- To prevent data submission errors, the portal will warn you if you have accidentally entered the numerator value that is greater than the denominator value.
- The system does not accept 0 in the denominator, since it is mathematically impossible to divide by 0 to calculate the rate. If you had 0 cases for the denominator, please skip that measure.

To review/save the data that has been entered, please click on the button (shown below) at the bottom of the entry screen.

Next >>> Step 2: Review and Save



Tip: Clicking on the button shown above is a very important step of the submission process. The portal works similar to Microsoft applications, in that the user **MUST** click "Save" (i.e. Next>>> Step: 2 Review and Save button) in order to be able to later retrieve the values entered. After "saving", the submission will appear with the Edit status and all values entered will appear the next time the user resumes the submission process.

Step 2: Review and Submit

The next step allows you to review the values entered and to validate the calculated rates prior to the actual submission. Please note that the data has **NOT** been submitted.

Step 1: Enter and Save	Step 2: Review and Submit	Step 3: Done
This is a snapshot of the data that has been entered for your review and verification. Please note that this data has NOT been submitted. Print this Page		
Diabetes Outcome Measures		
50.0% (N=10 D=20)	#1. The percentage of patients 18-75 years of age with diabetes (type 1 and type 2) whose most recent HbA1c level is <8.0% during the measurement year.	

At this point, you have two options:

- Edit the data by clicking on the Previous Step 1: Edit button *or*
- Complete the submission by clicking Next>>>Step 3: Done button (shown below)

[<<< Previous Step 1: Edit](#)

[Next >>> Step 3: Done](#)

Step 3: Done

You will see a pop-up asking you to confirm that you intend to submit the data, and then you will see the confirmation screen.

Submitted Data for Sample Practice		
Provider: Sample Practice		
Category: Monthly Adult Measures		
Period: November 2013		
Step 1: Enter and Save	Step 2: Review and Submit	Step 3: Done
The data was submitted successfully by user_seven test on Friday, December 13, 2013 Print this Page		
Diabetes Outcome Measures		
50.0% (N=10 D=20)	#1. The percentage of patients 18-75 years of age with diabetes (type 1 and type 2) whose most recent HbA1c level is <8.0% during the measurement year.	

The portal will save the information with the user name, day, and date for the data submission. Please note that you can also print the information for your record-keeping.

3. How to Review Entered Data

The Archive section of the portal allows you to review the rates of the measures that you have submitted relative to the project average.

Please note that you can use filter the periods and measures to only view the specific information by clicking the Apply Filter button. Additionally, you can download an Excel version of the data for additional analysis if you check the Download (.csv) box and then click Apply Filter.

Enter Data **Archives** Help About The Portal My Account Log Out

Hello [user_seven_test](#) from Sample Practice. Your session will expire in 29 minutes, and 36 seconds.

Archive Dashboard for Sample Practice

Monthly Hospital Adult Measures

Filter and Data Download Section Displaying all 12 items

Period (ALL)
 December 2013
 November 2013
 October 2013

Measure (ALL)
 NQF 0575: Comprehensive Diabetes Car...
 NQF 0059: Comprehensive Diabetes Car...
 NQF 0064: Comprehensive Diabetes Car...

Download (.csv)

Period	Measure Name	Numerator	Denominator	Rate	Regional Rate	Action
December 2013	#1. NQF 0575: Comprehensive Diabetes Care: Hemoglobin A1c (HbA1c) Control (<8)	10	20	50.0%	35.0%	Edit
December 2013	#2. NQF 0059: Comprehensive Diabetes Care: Hemoglobin A1c (HbA1c) Poor Control (>9)	12	15	80.0%	51.4%	Edit
December 2013	#3. NQF 0064: Comprehensive Diabetes Care: LDL-C Control <100 mg/dL	14	15	93.3%	93.3%	Edit

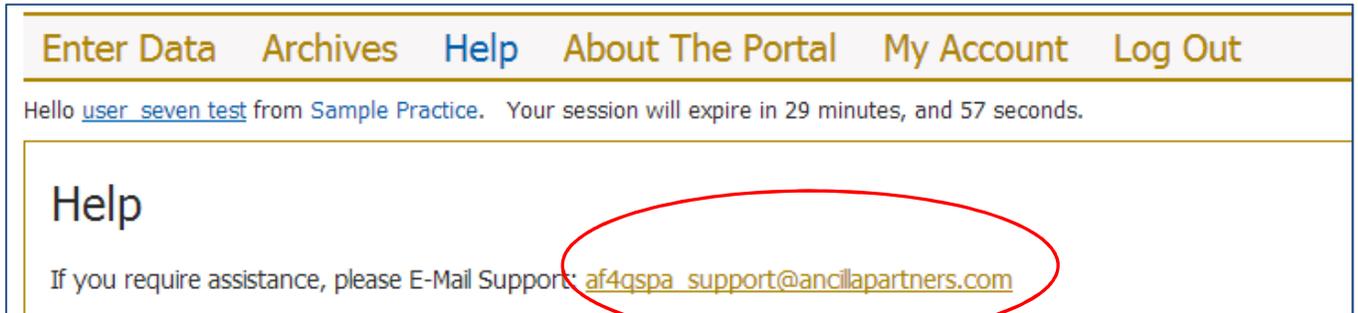
4. How to Edit Entered Data

You can also edit the information that was submitted for any period by clicking the Edit link (under the Action column) in the Archives. This will open up the data template with the previously entered values which you can update and resubmit the data.

Period	Measure Name	Numerator	Denominator	Rate	Regional Rate	Action
December 2013	#1. NQF 0575: Comprehensive Diabetes Care: Hemoglobin A1c (HbA1c) Control (<8)	10	20	50.0%	35.0%	Edit
December 2013	#2. NQF 0059: Comprehensive Diabetes Care: Hemoglobin A1c (HbA1c) Poor Control (>9)	12	15	80.0%	51.4%	Edit

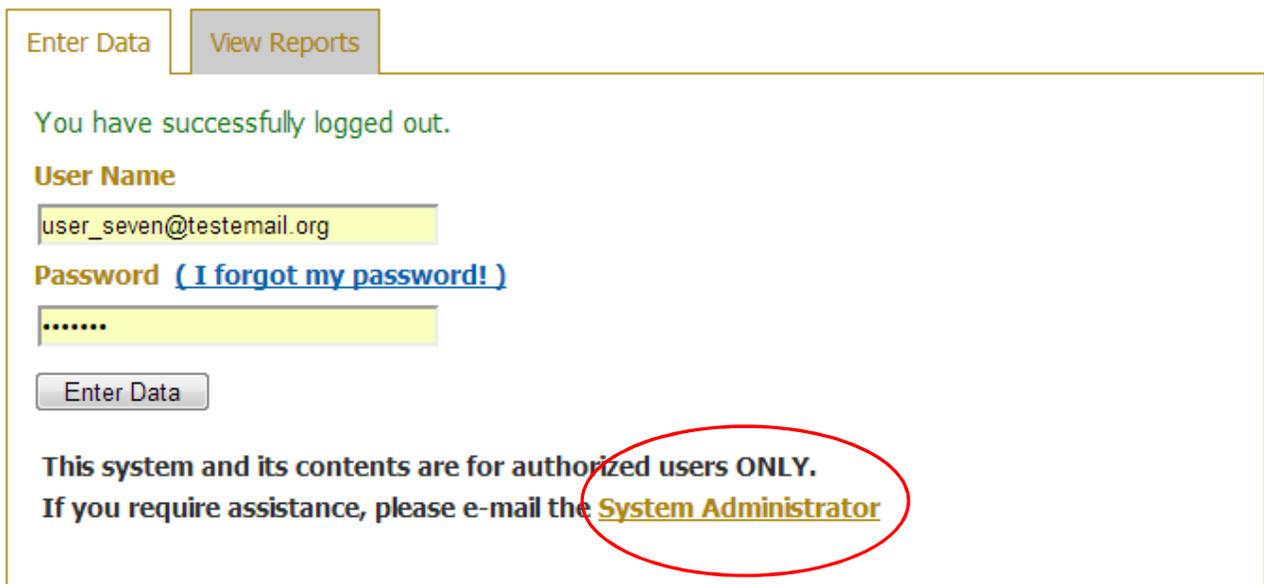
5. Troubleshooting

If you have any issues with the data entry or any technical questions, please do not hesitate to reach out by email using the Help section of the portal.



The screenshot shows the top navigation bar with links: Enter Data, Archives, Help, About The Portal, My Account, and Log Out. Below the navigation bar, a message reads: "Hello [user_seven_test](#) from [Sample Practice](#). Your session will expire in 29 minutes, and 57 seconds." The main content area is titled "Help" and contains the text: "If you require assistance, please E-Mail Support: af4qspa_support@ancillapartners.com". The email address is circled in red.

If you have any issues logging in to the portal (ex. forgot your password), you can also access help via the link on the Login page:



The screenshot shows the Login page with two tabs: "Enter Data" and "View Reports". The page displays the message: "You have successfully logged out." Below this, there are fields for "User Name" (containing "user_seven@testemail.org") and "Password" (with a masked password "....."). A link "(I forgot my password!)" is next to the password field. An "Enter Data" button is located below the password field. At the bottom, a warning message reads: "This system and its contents are for authorized users ONLY. If you require assistance, please e-mail the [System Administrator](#)". The "System Administrator" link is circled in red.