Data Submission Training Guidelines

What is COMPdata	COMPdata, Informatics' premier product line, has been providing health information services since 1987. COMPdata is a comprehensive source of healthcare and hospital data information for over 300 hospitals and healthcare systems, state hospital associations, and state data agencies. COMPdata's data visualization tool incorporates interactive graphs, charts, and maps to provide deeper-insights, trends, and nuanced analysis critical for your success. IHA/COMPdata has been designated by the State as the agent to collect this data.
COMPdata Data Submission	COMPdata data submission provides comprehensive and time-tested data processing services on behalf of the State Associations and/or Departments of Public Health in accordance with their state's requirements. Data collection includes inpatient, swing bed, outpatient surgical, emergency department, observation care, imaging, and diagnostic discharge claims data. Our quality driven data submission system follows the Uniform Billing (UB04) Code standards, CMS Medicare edits, and any specific state requirements. Our comprehensive feedback process ensures the data submitted to our database accurately reflects the population you service. In addition, our COMPdata quality improvement team assists customers to meet these criteria. The Data Coordinator's work and dedication to submitting this data not only impacts the state agency, and your organization, but also the community you serve.

Data Submission Training Guidelines

Data Coordinator's Role	A primary and back-up Data Coordinator is designated for each facility. Their major responsibilities are: • Routine submission of the facility's complete, error-free data each quarter • Transmit data via COMPdata's secure Internet Electronic File Transfer (EFT) • Review data collection feedback reports and percentage of data reported • Ensure monthly compliance rates are met (IL = 98% and MT = 90%) • Correct rejected records and resubmit to COMPdata • Ensure monthly reported discharge counts are entered 21-30 days after the end of each month • Carefully review the Data Quality Summary Report ensuring data elements reported are accurately portrayed and of the highest quality • Primary users must contact us immediately of a User's status change e.g. separation of employment, or duties and ensure inactive accounts are removed from our system

Data Submission Training Guidelines

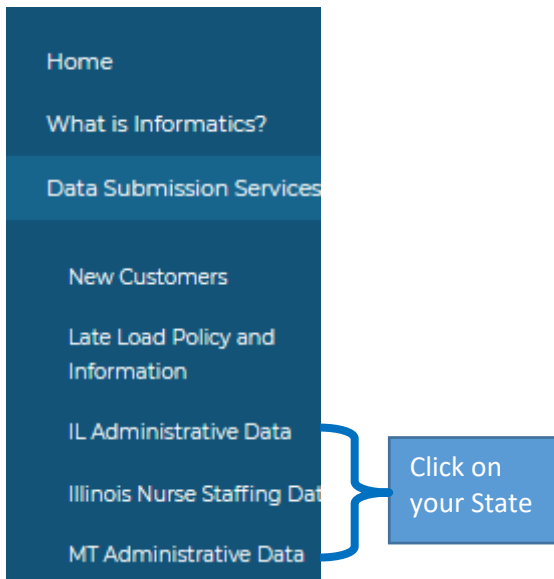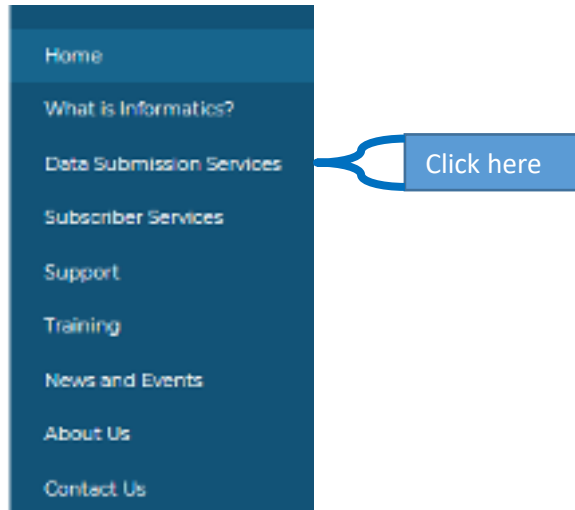|	
Learning Objectives	The data coordinator basic training provides educational tools and knowledge to help users to manage their data coordinator responsibilities more effectively and efficiently. During this one hour webinar, the attendees will: 1. Learn how to access the COMPdata system 2. Navigate through the system by reviewing a live 6 step system demonstration 3. Discover how to upload data files 4. Discuss what a case count is and go over count entry 5. Understand how to retrieve and use feedback reports 6. Gain practical insights on how to create and use AdHoc reports 7. Learn the best practices when making error corrections from simple to complex 8. Explore where to locate close quarter dates, State Mandates and/or requirements and resources 9. Learn techniques used to monitor and improve data quality 10. Improve understanding of what the data is used for Refer to COMPdata Data Coordinator Manual for a complete reference for data reporting.

![COMPDATA INFORMATICS]

Data Submission Training Guidelines

Accessing the System	https://www.compdatainfo.com/Home.aspx

Home
What is Informatics?
Data Submission Services
Subscriber Services
Support
Training
News and Events
About Us
Contact Us

Click here

Home
What is Informatics?
Data Submission Services
New Customers
Late Load Policy and Information
IL Administrative Data
Illinois Nurse Staffing Dat
MT Administrative Data

Click on your State

Click on the tabs below to obtain information regarding Quarterly Close Dates, Attestation Form, Resources, Rules, Regulations, etc.

Data Submission Login | Message Board | Tools and Tips

Administrative Data Submission Services

Illinois healthcare providers are required to submit administrative data according to the specifications of IHA and IDPH. This includes inpatient, outpatient surgical, emergency department, imaging and observation data. Using COMPdata allows departments such as Finance, Planning and Quality to plan for the future by analyzing trends, evaluating revenue, identifying avoidable emergency department visits and more.

Data Submissions System – [Login]

Click here and follow the instructions below

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Data Submission Training Guidelines

Login	**First Time Login:** Your new user account login ID was established with the email address you provided on your application. You will create a password for this site on your initial login. Due to HIPAA regulations a two-step authentication process will be required. You will be prompted to provide a land line or cell phone for this two-step verification process. There are two options available, a phone call or text message. Follow the instructions and choose your options and phone number. Take care to enter phone numbers correctly. On each login, you will be prompted to request a verification code or phone call based on your initial setup. Note: Before you begin, see Resolving Email Notice below and have your IT department complete this step prior to accessing the reporting system. **View of Login Page:**
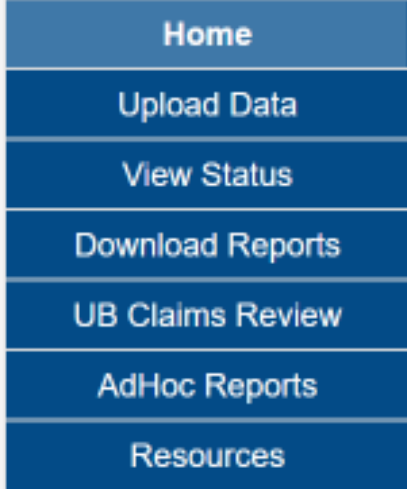
Click here to create a password

IT email notice

Data Submission Training Guidelines

Change Password	Passwords must be changed every 90 days. The user will receive a notification upon signing into the system beginning at 10 days until expiration. If you exceed the maximum number of login attempts or forgot your password, please utilize the "Forgot Password" feature on the login page (see above) to reset your password. Password resets are only available via the "Forgot Password" link. The COMPdata support services are not able to reset passwods manually due to the Multifactor Authentication (MFA) feature. Passwords must be a minimum of 12 characters long and contain 3 of upper case letters, lower case letters, number or a specific character (!, #, $, or @). The password cannot contain any 3 consecutive characters that are also in the username.
Account Updates	To make changes to phone numbers, or emails complete the following Update Account information form. Click here New emails will require a new setup for the two step authentication.
Navigator Bar	Home Upload Data View Status Download Reports UB Claims Review AdHoc Reports Resources
Informatics Mission Statement	Home To anticipate information needs and provide valuable, innovative solutions to empower health care leaders with actionable knowledge to improve health care.

Data Submission Training Guidelines

Step 1	**Upload Data** Users are able to upload production and test files: • Click on "Upload Data" • Click on "Choose File" • Select the file you wish to upload (make sure it's named something you will remember) • If you would like to submit a test file—click on the "This is a Test File" box and a " ✓ " will appear • Click on "Upload" • A message will appear at the bottom of the screen stating if the file was successfully uploaded or failed. A confirmaton number will also appear which is called a Batch ID (record this number for tracking purposes—if lost, we can look up the files by the number) • Production files process in the order received • Test Files process after hours so they must be uploaded by 5pm CT in order to receive the feedback reports the following day • An automated email notification will be sent when the file has processed • Only upload one test file per day/per facility since each test file overrides the previous test file reports • All files must contain discharge dates from an open quarter (quarters will be opened to accommodate late load submissions) Data Requirements: • Files must be 50MB or less • Files >50MB and/or multiple files must be zipped • Flat and 5010 files can combine inpatient and outpatient records in the same file—more information can be found in the COMPdata Data Coordinator Manual (select your state on page 4)

Step 2

View Status

View Status allows the user to review the status of the uploaded files and monitor their compliance rate:

- Click on "View Status"

- Top section – Data Submission Summary

  ➢ Enter the counts for the respective months in the Reported column then click on "Save" (This is the number of discharges the facility says they had. This number can be adjusted until the counts close date)

  ➢ The Accepted column displays the number of error free cases that have been accepted into the database

  ➢ The % Accepted will automatically populate (The compliance rate for IL = 98% and MT = 90%)

- Bottom section – Data Submission Status

  ➢ Batch ID – The tracking number assigned to each file uploaded

    1. Click on the batch ID number to review the batch details (who uploaded it, bill type, number of records loaded or didn't load, etc.)

  ➢ Received – The date the file was received

  ➢ Low Date/High Date – The discharge date range in the file

  ➢ IP Records – Number of inpatient records in the file

  ➢ OP Records – Number of outpatient records in the file

  ➢ Status – Shows the batch status (Loaded, Pending, Deleted)

  ➢ Delete – Click on the "Delete" button to remove the batch from the database and all feedback reports associated with the batch

  ➢ Test – Yes or No

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Data Submission Training Guidelines

Step 3	**Download Reports**
	This report section contains all automated feedback and user created reports:

- Click on "Download Reports"
- Click on the report you wish to view, print or save:

FileName	Date
IL999997_981523_AdHoc_Q121.xlsx	1/20/2021 3:18:29 PM
IL999997_1015849_ErrAdHoc_Q121.xlsx	4/14/2021 10:31:40 AM
IL999997_EditDetail_Q121.pdf	6/2/2021 11:38:25 AM
IL999997_DSVR-DQSR-2021.xlsx	8/2/2021 10:04:54 AM

> **EditDetail** – is a pdf which displays information about any record in which a Fatal (F) and/or Warning (W) error has been detected and is a good indicator as to why some accounts did not load.

1. Error Summary Report (part 1) provides a list of Fatal and Warning errors by error number, error type, error description, number of errors and percentage

2. Error Detail Report (part 2) provides detailed information regarding all fatal errors

Note: The EditDetail report is updated upon the processing of each file and/or manual correction, cumulative by quarter, and is automatically removed after the quarter is closed.

> **DSVR-DQSR** – is a multi-tab Excel report (see below)

DSVR IP	DSVR OP	DQSR IP IL999997	DQSR OP IL999997

Step 3 Cont'd

1. The Data Submission Verification Report (DSVR) displays the monthly, quarterly and yearly total counts and accepted cases

   ❖ Click on Box 1 to view the quarterly totals or click on + to view one quarter of monthly totals (see below)

   ❖ Click on Box 2 to view 4 quarters of monthly totals or click on – to hide monthly totals (see below)

Click on + or – to view/hide monthly totals

2. The Data Quality Summary Report (DQSR) provides an overview of data elements reported and helps with quality checks to quickly determine if those elements are being reported accurately. Some of the elements include: Race, Point of Origin, Payer Categories, etc.

3. DSVR-DQSR must be used for review of IL data accuracy when signing the Attestation Form

➢ **AdHoc/ErrAdHoc** – is a user created Excel quarterly report which displays (see step 5 for instructions on how to create AdHoc reports):

   1. A list of error free cases that has been accepted into the COMPdata system (AdHoc)

   2. A list of all errors, all fatal errors or errors by error number (ErrAdHoc)

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Step 4

UB Claims Review

UB Claims Review includes only accounts that received a fatal error and allows the user to make online corrections (online corrections must also be corrected in the facility's internal system as well):

- Click on "UB Claims Review"

- Use the drop down arrows to select the facility (if the user reports for more than one), the Patient Type and the Quarter then click on "Build Index" (see below)

Facility: TEST HOSPITAL- IL, SOMECITY, IL ⌄
Patient Type: Inpatient ⌄
Quarter: Q120 ⌄
Build Index

- A list of the failed accounts will appear to allow the user to click on the account number to begin the corrections process

Patient Number Error
TT231288Z   10103-Inpatient other ICD10 procedure is not valid
TT232388Z   2501-The total charges revenue code is missing
TT233488Z   1204-Length of stay is not equal to R&B units

- To make online corrections, type directly into the boxes. Certain boxes cannot be corrected such as Patient Control Number, Bill Type, Discharge Date, and Diagnosis Version Qualifier. You will also have to update the total charge if making any changes to the charges

- Always click "SAVE" after any corrections

- UB Claims Review Runs twice daily—11:30am to 12:30pm and 5:00pm to 7:30pm CT. No online corrections should be entered during the processing times, any data entered during the processing period will be lost. No online corrections should be entered and no production files should be submitted when you have production files pending. Production files will wipe out the online corrections. For more information click on the Processing Schedule and the User Guide located on the UB Claims Review Build Index page

- Fatal Error requires correction to be accepted into the database, Warning Error should be corrected for quality improvement, and Informational helps to pinpoint the cause of the fatal error

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Step 5

AdHoc Reports

The AdHoc Reports allow the user to create an Excel spreadsheet of all error free cases that have been accepted into COMPdata and a list of accounts that contain errors and informs you on why it failed:

- Click on "AdHoc Report"

- Top section – Submitted Data (create an error free report)
  - Select the facility from the drop down arrow if the user reports for more than one
  - Select Patient Type from the drop down arrow
  - Select the Quarter from the drop down arrow
  - Click on "Submit"
  - A confirmation number will appear

- Bottom section – Warning/Error Files (create an error report)
  - Select the facility from the drop down arrow if the user reports for more than one
  - Select the Quarter from the drop down arrow
  - Select "All Errors", "All Fatal Errors" or individual error numbers
  - You will most likely want to select "All Fatal Errors" since those are required to be corrected in order to increse your compliance rate
  - Click on "Submit" at the bottom of the page
  - A confirmation number will appear
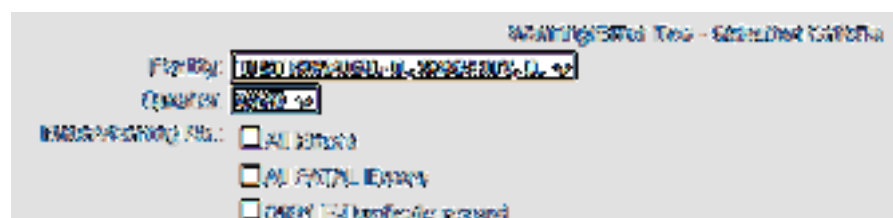
Note: AdHoc reports can be retrieved from the Download Reports section (see step 3). Users must delete these reports if not needed. Users should also use the Error Reference Sheet when analyzing these reports.

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Step 6	**Resources**
	The resources provide a library of printable information, links and guidelines to help facilities to effectively manage their COMPdata data coordinator duties. This includes: • Training: Basic Training, Case Counts, Error Correction, and Other • E-Learning Videos: File Submission, Reports, Resources, Case Counts, and more • Data Coordinator Manual: System overview, file formats, state mandates and more • File Submission Step-by-Step guide • Edit Error Code Reference Sheet: Provides the error number, message, description and UB-04 Manual form locator for the failed errors on the Edit Error Report • Case Count Resolution Tips: Assists in calculating monthly case counts for various categories of data and is also helpful in reconciling discrepancies prior to quarterly close deadlines • FAQ: Commonly asked user questions with detailed answers • Plus much more!
Data Made Public	IL data is made public by Illinois Department of Public Health (IDPH): http://www.healthcarereportcard.illinois.gov/

| **COMPdata Subscriber Data Uses** | COMPdata members utilize the data to support key strategic decisions for the hospital or system and the community they serve.

Some key decisions and analytics include:
• Executive level reports assessing utilization, length of stay, and charge comparison
• Compare hospital and their peers:
   o Market share of service area
   o Payer Mix
   o Service lines
• Community needs assessment evaluation
• Physician analytics – admitting/discharge patterns, service area needs, and market penetration
• Evaluate data to improve quality and performance
• Population health analytics to address issues i.e. chronic conditions or readmissions that burden the healthcare system

The end users of this data are from various areas of the hospitals/systems:
• C-suite
• Hospital System vs individual hospital
• Strategy and planning
• Business development
• IT
• Directors of service lines
• Quality departments |

Data Submission Training Guidelines

Best Practice	**General Best Practice:**
	• Submit data and counts every month
	• Review feedback reports after each submission to correct errors and quality issues
	• Attend webinars and review training videos to boost error correction skills (see training and support below)
	
	Correct Mapping Errors:
	• Identify Any Outstanding File Format Mapping Errors
	• Reduces Number of Errors in Each Submission
	• Streamlines Process for Data Coordinator = Less Reconciliation Time and More Time for Other Work
	• Instantly Elevates Compliance Level
	
	Other Clinician Type:
	• Take advantage of Other Clinician types
	• Whenever 1st or 2nd Other Clinician NPI is reported, Clinician type is required
	• Designates as Referring, Rendering, or Assisting Operating
	• Report Referring Clinicians in Other Clinician NPI field
	• Very valuable for analysis purposes
	
	Data Quality Review:
	• COMPdata tests all data after quarter close for outliers:
	   ➢ COMPdata only catches coding that is invalid or missing
	   ➢ Facility must ensure accuracy of coding choices
	   ➢ Quality team conducts prospective data quality review and contacts facilities regarding discrepancies

Data Submission Training Guidelines

Training and Support	Relevant and timely training, along with unparalleled customer support, differentiate COMPdata from other vendors. We approach our customer relationships as true partnerships, providing support and assistance on an ongoing basis. COMPdata staff provides training to all new customers, ensuring that they have the expertise to take full advantage of the solutions we provide. Training provided for data coordinator includes: • Basic Step-by-Step System Training • Case Counts and Compliance Rate Resolutions • Payer Mix • UB Claims Review • Outpatient Data Reporting Expansion Schedule a training webinars with our Customer Service Staff who will provide basic to advanced training including a review of all resource tools and support materials: https://www.compdatainfo.com/Data-Submission-Services/Training-(1).aspx Review Data Submission Training Videos: https://www.compdatainfo.com/Data-Submission-Services/Training-(1)/Data-Submission/E-Learning.aspx Resolution Tips Sheet and Handouts: https://www.compdatainfo.com/Data-Submission-Services/Training-(1)/Advanced-Training.aspx Contact Information: Email: Customerservice@team-iha.org Phone: 866-262-2222