



Data Submission Process

Overview:

This document includes the necessary steps to navigate and successfully submit ChiroFirst data to MN Community Measurement (MNCM).

The data for ChiroFirst will be collected on a regular basis. The first collection period will include the first month's date of services following a 12-week follow-up period. This first submission is to ensure providers understand the process and that the data is being collected per the guidelines of the study. Subsequent submissions will occur at regular intervals and will include the entire study period to date.

Timeline:

Initial Dates of Service	Report Submission Start Date	Report Submission End Date	Validation Period Start	Validation Period End
July 1 st , 2016 – July 30 th , 2016	November 7 st , 2016	December 2 nd , 2016	December 3 rd , 2016	December 31 st , 2016
July 1 st , 2016 – December 31 st , 2016	April 10 th , 2017	May 5 th , 2017	May 6 th , 2017	May 31 st , 2017
July 1 st , 2016 – March 31 st , 2017	July 10 th , 2017	August 4 th , 2017	August 5 th , 2017	August 31 st , 2017
July 1 st , 2016 – June 30 th , 2017	October 9 th , 2017	October 27 th , 2017	October 28 th , 2017	November 30 th , 2017

For a detailed description of the Study criteria please refer to the “Acute and Sub-Acute Low Back Pain Measure” document located within this manual.

Step 1: Gather Reportable Data

- 1) Run a report through your EHR system to identify the eligible patients
 - a) Do follow the study requirements as outlined in the data submission guide in section XXX of this manual
 - b) Follow the data collection steps outlined on the pre-submission form you submitted during your registration process with MNCM
 - c) Gather the data collection checklists

Step 2: Compile reportable data

- 1) Transfer patient data from EHR report onto MNCM spreadsheet
- 2) Input missing study information from EHR report using data collection checklists



Step 3: Create a “Crosswalk”

- 1) Create a unique patient ID for each patient that can be reported to MNCM and used as a reference to ID the patient during the audit phase

Step 4: Save your MNCM spreadsheet

- a) Save your spreadsheet as a .xls file
- b) Save a copy of your spreadsheet as a .CSV file to your computer desktop

Step 5: Log in to the Direct Data Portal <https://data.mncm.org/login>

- 1) If you have not yet registered, review the registration process document within this packet
- 2) If you do not remember your log-on information, click on “I forgot my Password”
- 3) If you get locked out of your account, contact Matt Holida at 651-219-4253 or mholida@chirocaremn.org

Step 6: Click on Data Submission

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Measure Lab

Data Submission

Acute and Sub-Acute Low Back Pain — PILOT (DOS May 1 2015 through July 31 2015)

1. BAA Agreement **Signed**
2. DDS Terms & Conditions **Complete**
3. Pre-Submission Data Certification **Complete**
4. **Did Not Pass**

Acute and Sub-Acute Low Back Pain — PILOT Phase 2-A (DOS July 1 2016 through July 31 2016)

1. BAA Agreement **Signed**
2. DDS Terms & Conditions **Complete**
3. Pre-Submission Data Certification **Complete**
4. **Data Submission To Do** Deadline: December 16, 2016



Step 7: Enter the Denominator and document data collection methods

- 1) Enter the method used for data collection
- 2) Number of patients that qualify for the study
- 3) The number of patients for which you are submitting data

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Step 1: Enter Denominator Step 2: Review & Save Step 3: Upload Data Step 4: Review & Submit Step 5: Done

Acute and Sub-Acute Low Back Pain PILOT Phase 2-A (DOS July 1 2016 through July 31 2016) – Test MLab Group2

New! You now have the option to upload your denominator form values.

1. First, [Download the Denominator Worksheet](#) for your medical group
2. Complete the worksheet with the appropriate values for each of your clinics
 - For checkbox fields - Enter 1 for checked, 0 for un-checked
 - Valid Values for 'Method for Data Collection':
3. Save the worksheet as a .csv file and upload it here

Alternatively, you can enter your values directly on the form below.

Upload Denominator Worksheet (csv):

Clinic Site	MNCM Clinic ID	MLab Clinic ID	Method for Data Collection	Race: Self-Report [What's This?]	Race: Reporting Multiple Races [What's This?]	Language: Self-Report [What's This?]	Country: Self-Report [What's This?]	Number of Patients That Meet Inclusion Criteria (Less Exclusions)	Number of Patients Submitting	Not Reporting
Test Clinic 1A		800003	<input type="text" value="Selected"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

- 4) Review the information submitted; if accurate, click Save and Continue.

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Step 1: Enter Denominator Step 2: Review & Save Step 3: Upload Data Step 4: Review & Submit Step 5: Done

Acute and Sub-Acute Low Back Pain PILOT Phase 2-A (DOS July 1 2016 through July 31 2016) – Test MLab Group2

Clinic Site	MNCM Clinic ID	MLab Clinic ID	Method for Data Collection	Race: Self-Report [What's This?]	Race: Reporting Multiple Races [What's This?]	Language: Self-Report [What's This?]	Country: Self-Report [What's This?]	Number of Patients That Meet Inclusion Criteria (Less Exclusions)	Number of Patients Submitting	Messages
Test Clinic 1A		800003	EMR: All data looked up manually	No	No	No	No	13	13	Total Population OK. Ready to Submit.
								13	13	

<< Back to Step 1



5) Upload Data

- a) Click Browse and navigate to the location of the .CSV file. Select the file.

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Step 1: Enter Denominator Step 2: Review & Save Step 3: Upload Data Step 4: Review & Submit Step 5: Done

Help Tips for successful data submission:

- Please contact MNCM to acquire the current upload template
- All clinics must be uploaded in a *single* spreadsheet.
- All fields must follow the format requirements described in the current Data Submission Guide (for example, Tobacco Status must be a 1, 2 or 3)
- Please [E-Mail Support](#) if you require further assistance.

Acute and Sub-Acute Low Back Pain PILOT Phase 2-A (DOS July 1 2016 through July 31 2016) – Test MLab Group2

Denominator upload submission submitted successfully.

Upload Data File (csv):

Browse...

Help The Portal can accommodate large files. After you upload your file, you will be brought to an upload status screen, which will show you how your upload is progressing.

Cancel << Back to Step 2 Upload CSV and Continue >>

- b) The portal will scan the document for errors
 - i) If errors are found: Go to the original excel file and make the corrections then save again as a .CSV then go back to step a).
 - ii) If a warning is identified: Review the possible errors and decide if a correction is appropriate. If a correction is appropriate, make revisions to the original excel file and save it again as a .CSV and proceed from step a).
 - iii) If no errors are found: Continue to the next step.

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Step 1: Enter Denominator Step 2: Review & Save Step 3: Upload Data Step 4: Review & Submit Step 5: Done

Processing file...

Upload Status > Refresh

What if my upload is stuck? Most of the time, your file will upload without any issues. If your upload seems to be stuck in "Parsing" or "Working" status, though, there might be an issue. If this is happening, please [Contact Support](#)

File Name	Uploaded By	# Records	Started	Finished	Verify
Low_Back_Pain_Test_File_-_Test_Mlab_Group2_-_Clinic_800003_ODI_calculation_check_11.10.2015.csv	Amy Krier	0 / 18	04/28/2016 11:48:45 AM		Working...

0 Warnings (running count)

Step 6: Review and Submit

- a) If all previous steps have been completed without errors or warnings that require corrections you are ready to submit your data.
- b) Click "Submit Data to MNCM"



Step 7: Done

- a) Congratulations! Your data has been submitted
- b) MNCM will send a confirmation email that the data has been received.