

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

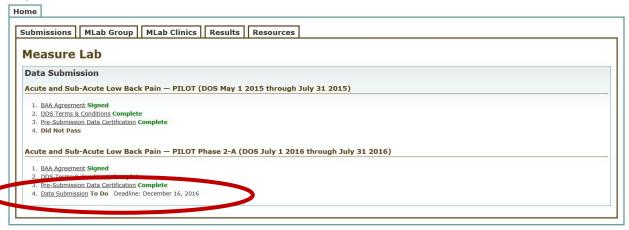
Step 4: Save your MNCM spreadsheet

- 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 you 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

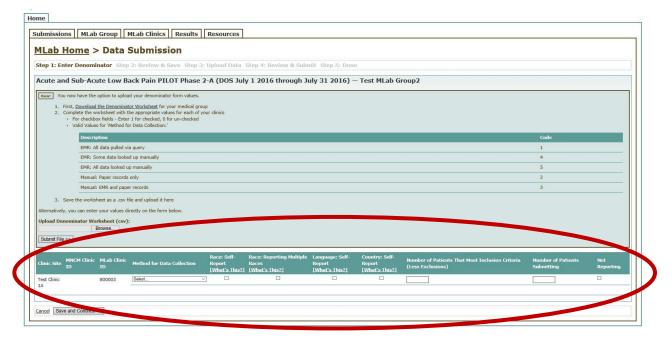
Step 6: Click on Data Submission



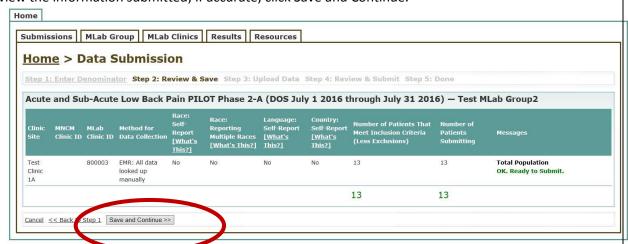


Step 7: Enter the Denominator and document data collection methods

- 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



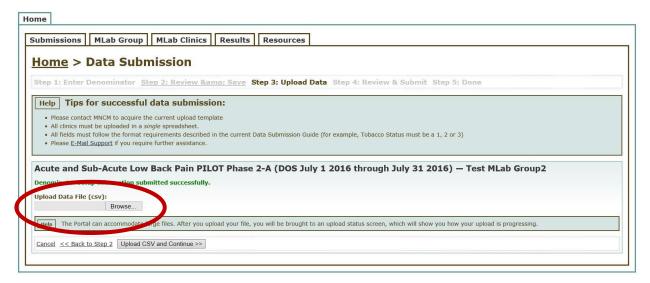
4) Review the information submitted; if accurate, click Save and Continue.





5) Upload Data

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



- 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.



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
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b)	MNCM will	send a	confirmation	email that t	the data	has been	received.
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