

# eReports User Guide

Quality Improvement Program (QIP) Clinical Measure Data Tracking System

## **Table of Contents**

INTRODUCTION TO EREPORTS	4
Compatible Web Browsers	4
QIP CONTACT INFORMATION	4
REGISTER AND LOG IN TO EREPORTS	5
REQUESTING A SECRET KEY	5
CREATE EADMIN ACCOUNT USER (NEW)	5
ACTIVATE YOUR EADMIN ACCOUNT	8 0
	9
EADMIN ACCOUNT FUNCTIONALITY	. 10
	. 10
ADD A NEW USER FDIT A LISER	. 11
	. 18
MULTIPLE SITES	. 19
FORGOT YOUR USERNAME OR PASSWORD	. 20
Forgot your Username	. 20
EREPORTS HOME SCREEN	22
THRESHOLD REPORT	. 23
Continuous Enrollment Criteria	. 24
ADVANCE CARE PLANNING	. 25
How to view your counts:	. 25
MYQIPSCORES	. 27
How to view your score:	. 27
QIP MEASURE REPORT	. 30
"Details" Feature Exporting the Denominator and Numerator List to Excel:	. 32 . 34
QIP MEMBER REPORT	37
How to export the report	. 37
MEMBER SEARCH	. 39
How to run a search	. 39
DATA SPECIFICATIONS AND TEMPLATES	. 41
How to download a template for a selected measure	. 41
How to prepare a template for a selected measure Other helpful links	42
UPLOAD OP DATA	46
How to upload the data for a selected measure	46
How to confirm you upload processed	. 49
WEEKLY COUNT REPORT	. 49
HELP	. 51
	~

## **Introduction to eReports**

eReports, an online system built for the PCP QIP Clinical measures, is the mechanism by which providers can monitor their performance and submit supplemental data to Partnership HealthPlan of California to enhance their performance.

eReports is available at: https://qip.partnershiphp.org/

#### **Compatible Web Browsers**

- Google Chrome
- Internet Explorer 10 or above
- Mozilla Firefox
- Apple Safari

#### **QIP Contact Information**

Partnership HealthPlan of California is available to help you with eReports from 8 a.m. to 5 p.m. Pacific time, Monday through Friday. Contact us:

- Email: <u>QIP@partnershiphp.org</u>
- Fax: (707) 863-4316

## **Register and Log In to eReports**

The New User Registration page opens when you have completed the initial phase of Self Service Signup.

**How many eAdministrators should your organization have?** You must have at least one eAdmin. Although you can have more, beware of creating too many. It might be helpful to have one each at the organizational or regional level. However, having one at every location can lead to inconsistent assignment of privileges to users.

#### **Requesting a Secret Key**

- **1.** Send an email to PHC's QIP Team at <u>gip@partnershiphp.org</u> with the following information:
  - PHC Provider Number
  - Tax Identification Number
- 2. The Secret Key will be sent via secure email within 2-3 business days.

#### Create eAdmin Account User (New)

Secret Key via Secure email, please follow the steps below:

- 1. Go to https://qip.partnershiphp.org/
- 2. Click <u>here</u> to register.

## **QIP e-Reports**

Sign in with your organizational account

Usernan	ne
Passwor	d
Log In	
Sign Up:	
New user,	email QIP Team at <u>dip@partnershiphp.org</u> for your
iite's regis (ey.	tration key. Click here to register with a registration

- **3.** On the upper section of the New User Registration page, enter name, password, and phone information for the eAdmin.
  - Review the Password Help information box on the right side of the screen for character limitations.

\*\*Notes: Username names MUST be:

- At least 8 characters long
- > Not contain any special characters

An email address can be used to create more than one account. This is useful if an employee is to be the eAdmin for multiple parent organizations with more than one parent organization code. The employee can use the same email address for each eAdmin account.

**4.** Read and check *each* box in the eAdmin Roles and Responsibilities section. *If any statement is not true for your role or responsibility within your organization, you should not become an eAdmin.* 

	QIP – eReports	
🚱 About Us		
What is QIP?		
🖿 User Login		
🖼 FAQ	Sign Up:	Password Requirements: Please use the following rules to create your password:
🕼 Help	First Name:	Length should be atleast 8 characters long
	Last Name: User Email:	At least 1 Upper case letter
	Preferred Username: * Password: *	At least 1 numeric character
	Confirm Password: * Secret Key: *	• At least 1 special character like !,@,#,\$,%, ^, &, *,(,)
	I am responsible for creating accounts for this organization.	Sample password: e.g Partner2012*
	I am responsible for managing permissions of users for eReports, including granti	ng and revoking access. )
	I am responsible for auditing user accounts periodically	
	I am a primary point of contact for eReports	
	I am the primary point of contact(s) for PHC's eReports Team.	
	I am responsible for ensuring that individuals of this organization only have perm	issions that are in accordance with HIPAA minimum use stands set forth in 45 CFR 164.502(b) and 164.514(d).
	Reset	Create User Back to Login

- 5. Click the **Create User** button.
- 6. Click the **OK** button in the Success message box.

Success 🛛	
The user was successfully added to the system, an email with a verification link has been sent to tfogliasso@partnershiphp.org . OK	

You will receive an email that provides a link with which to activate your eAdmin account.

## Activate Your eAdmin Account

The email you received after clicking the **Create User** button on the New User Registration page will contain a link to verify your email address and finalize activation of your eAdmin account.

- 1. Go to your email program and open the email from <u>eHealth@partnership.org</u>.
- **2.** Click the link in the email.
- **3.** Login using your username and password.
- 4. Click Accept on the Terms and Conditions screen.
  - **\*\*Note:** You will see this screen every time you sign into eReports because this system contains Protected Health Information (PHI), each time you log in you must hit "Accept" to the Terms and Conditions page before you enter the system.

Below is a copy of the email from eHealth:

≅ ⊟ ⊃	<b>∵</b> τ Ψ ₹	L	Intitled	- Message (HT	ML)		7 Œ -	×
FILE M	ADOBE F C Reply Reply All Reply All Forward r	PDF Faxes G To Manager Team Email	+ + 	Move	Gategorize ▼ Categorize ▼ Follow Up ▼	Translate	Zoom	
Delete	Respond	Quick Steps	F <sub>2</sub>	Move	Tags 🗔	Editing	Zoom	~
An eAdmi	eHealth@p in account has been rify your email add	partnership.o a created to access dress.	rg Parts	nership Healt	thPlan of Califor	nia – QIP (eRe	ports).	
To	verify your email	address, click or p	aste ti	he following	link into your br	owser		
To activate <u>http://ituat</u>	e your account, clie t/qip2019/verifyem	ck here or paste th ail.aspx?id=9f823	e follo d4b-7	owing link in 7365-40c5-bb	to your browser: bb3-c69a959b29c	14		
Thanks for	r using PHC Provi	der Online Service	s					
PHC Tean	n							

#### Log In

- 1. Access eReports at <a href="https://gip.partnershiphp.org">https://gip.partnershiphp.org</a>
- 2. Enter your username and password into the fields, then click the Login button.
- 3. On the Terms and Conditions page, read the statement, then click the Accept button.
  - Note: You will see this screen every time you sign into eReports because this system contains Protected Health Information (PHI), each time you log in you must hit "Accept" to the Terms and Conditions page before you enter the system.
- 4. The eReports Home page opens

If you have logged in but perform no action for 20 minutes, eReports will time-out and close. You will need to log in again to continue your work in eReports.

#### Log Out

When you have completed your work in eReports, you need to log out.

• Click the Log Out link in the top right corner of any page.

## eAdmin Account Functionality

The User Management module allows eAdmins to do the following:

- View Users in Your Organization
- Add a New User
- Edit a User Permissions

L QIP TEAM	QIP – eRej	ports								🕪 Log Out
III Home						0				
My QIP Scores		Name:						Email:		
🔟 QIP Measure Report		Username:	DemoUser					Group Name:		
네 QIP Member Report						Providers:				
🔟 Member Search	Practice Type				Providers					
Upload OIP Data	INTERNAL MEDI	CINE			Wilson, Ruth Do	lores, MD - 9060				
Let Provider Performance	+ Add New U	ser First Name	Last Name	User Email		Is Active	Is Locked			🔅 Refresh
	PX_RWIL					False	False	Enable	ReSend Email Verification	Edit
🔟 Weekly Count Report	DemoUser		-			False	False	Enable		Edit
🏵 My eAdmins	+ Add New U	ser								S Refresh
🗱 eAdmin 🥢										
▲ Specs & Templates										
Partnership Quality DashBoard										
S FAQ										

## View Users in Your Organization

- **1.** Click the eAdmin in the tool bar.
- **2.** The eAdmin User Management page opens, displaying a list of the people within your organization who have permission to be users of PHC eReports.

## Add a New User

L QIP TEAM	QIP – eRep	ports								🕪 Log Out
🖿 Home						0				
🏵 My QIP Scores		Namer						Email: ainf		
🔟 QIP Measure Report		Username: Dem	oUser					Group	partnershiphp.org	
🔟 QIP Member Report						Providers:		Name.		
🔟 Member Search	Practice Type	2015			Providers					
🚱 Upload QIP Data		LIVE								
네 Provider Performance Report	+ Add New Us Username	er First Name	Last Name	User Email		Is Active	Is Locked			Refresh
	PX_RWIL	J				False	False	Enable	ReSend Email Verification	Edit
🔟 Weekly Count Report	DemoUser	1				False	False	Enable		Edit
🕀 My eAdmins	+ Add New Us	er								S Refresh
📰 eAdmin										
▲ Specs & Templates										
Partnership Quality DashBoard										
S FAQ										
& Help										

- **1.** Click the eAdmin in the tool bar.
- 2. Click the "+" Add/Edit User Details form, enter the user's information in the fields. \*\*Note: Username names **MUST** be:
  - > At least 8 characters long
  - > Not contain any special characters

QIP TEAM QIP Site:	QIP – eRepo	rts							🖙 Log Ou
Home					0				
🕀 My QIP Scores		Name:	OIP Team				Fmail:	gin@partnershiphp.org	
Lal QIP Measure Report		Username:	DemoUser				Group Name:		
🔟 QIP Member Report					Providers:				
🔟 Member Search	Practice Type					Providers	_		
🚯 Upload QIP Data									
네 Provider Performance Report	+ Add New User Username	First Nam	e Last Name	User Email	Is Active	Is Locked			🔅 Refresh
🔟 Weekly Count Report	ADD / EDIT USE User Name:	R DETAILS	5:		Features:				
Wy eAdmins	First Name: Last Name:				Add New	Profile Cancel			
📰 eAdmin	Email:								
▲ Specs & Templates	Lock Account:								
Partnership Quality	PX_DADR	QIP	Team	qip@partnershiphp.org	True	False	Disable	ReSend Email Verification	Edit
DashBoard	DemoUser	QIP	leam	qip@partnershiphp.org	Irue	False	Disable	ReSend Email Verification	i Edit
S FAO					True	False	Disable	ReSend Email Verification	Edit
					True	False	Disable	ReSend Email Verification	Edit
са негр	+ Add New User								S Refresh

(	QIP – eRep	orts							
					0				
		Name: QIP 1	'eam				Email: Group	qip@partnershiphp.org	
		Username: Dem	ouser		Providers		Name:		
	Practice Type				inoviders.	Providers			
	No records to disp	əlay.							
	+ Add New Use	r							S Refre
	Username	First Name	Last Name	User Email	Is Active	Is Locked			
	ADD / EDIT U	SER DETAILS:							
	User Name: First Name:				Features: Add New P	rofile Cancel			
	Last Name: Email:								
	Lock Account								
	PX_DADR	QIP	Team	qip@partnershiphp.org	True	False	Disable	ReSend Email Verification	Edit
	DemoUser	QIP	Team	qip@partnershiphp.org	True	False	Disable	ReSend Email Verification	Edit
					True	False	Disable	ReSend Email Verification	Edit
					True	False	Disable	ReSend Email Verification	Edit
					True	False	Disable	ReSend Email Verification	Edit

#### 3. Check the Account Active box.

**4.** Clicking the "Add New Profile" button.

\*\*Note: The system sends an email to the new user, providing a link to eReports log in. New users create their password when they first log in.

QIP TEAM QIP Site:	QIP – eRepo	orts							🖙 Log Out
Home					0				
🏵 My QIP Scores									
네 QIP Measure Report		Name: QIP T	eam				Email: Group	qip@partnershiphp.org	
🔟 QIP Member Report					Providers:		Name:		
🔟 Member Search	Practice Type					Providers			
🚯 Upload QIP Data	No records to displa	iy.							
Provider Performance	+ Add New User								S Refresh
Report	Username	First Name	Last Name	User Email	Is Active	Is Locked			
🔟 Weekly Count Report	ADD / EDIT US	ER DETAILS:							
🏵 My eAdmins	User Name: First Name:				Features: Add New	Profile Cancel			
🖬 eAdmin	Email: Account Active:								
▲ Specs & Templates	Lock Account:								
Porteorchie Quality	PX_DADR	QIP	Team	qip@partnershiphp.org	True	False	Disable	ReSend Email Verification	Edit
DashBoard	DemoUser	QIP	Team	qip@partnershiphp.org	True	False	Disable	ReSend Email Verification	Edit
					True	False	Disable	ReSend Email Verification	Edit
🖬 FAQ					True	False	Disable	ReSend Email Verification	Edit
					True	False	Disable	ReSend Email Verification	Edit
из невр	+ Add New User								🔗 Refresh

🖴 🖬 🤍 С т 🕊 🖛 Untitled - Message (HTML) FILE MESSAGE ADOBE PDF ŻIgnore X Q Q Q G G Meeung 📴 Meeting Faxes G To Manager Ho Find 🔪 📑 Rules \* at Q → Move P Actions \* 63 🖃 Team Email ✓ Done Related • Junk - Delete Reply Reply Forward Mark Categorize Follow Translate Zoom 🗣 Reply & Delete 👎 Create New Select -Unread Up -Respond 5 Delete Quick Steps Move Tags 5 Editing Zoom Tue 2/26/2019 1:25 PM eHealth@partnership.org Your eAdmin has created an account for you to access Partnership HealthPlan of California - QIP (eReports). 2 steps are required to activate your account. Verify your email address. To verify your email address, click or paste the following link into your browser: Use the following login credentials to activate your account. You will be required to reset your password. Username:PCPQIPuser Password: password To activate your account, click here or paste the following link into your browser: http://ituat/qip2019/verifyemail.aspx?id=0881b5c6-c620-4b31-9916-7e5d7c13d383 Thanks for using PHC eReports PHC Team

Below is a copy of the email that is sent the newly set up user.

If the newly added user does not receive the email. Please click "Resend Email Verfication" link.

~ 1							
				0			
	Name:	QIP Team				Email: Group	qip@partnershiphp.org
	Username:	Demouser		Providers:		Name:	
Practice Type					Providers		
No records to disp	olay.						
+ Add New Use	r First Name						
	I II SU IVAIIIC	Last Name	User Email	Is Active	Is Locked		
ADD / EDIT U	SER DETAILS:	Last Name	User Email	Is Active	Is Locked		
ADD / EDIT U User Name: First Name:	ISER DETAILS	Last Name	User Email	Is Active	Is Locked		
ADD / EDIT U User Name: First Name: Last Name: Email:	ISER DETAILS:		User Email	Is Active Features: Add New I	Is Locked Profile Cancel		
ADD / EDIT U User Name: First Name: Last Name: Email: Account Active:	ISER DETAILS:	Last Name		Is Active Features: Add New I	Is Locked Profile Cancel	I	
ADD / EDIT U User Name: First Name: Last Name: Email: Account Active: Lock Account:	ISER DETAILS:	Last Name		Is Active Features: Add New I	Is Locked	I	
ADD / EDIT U User Name: Firit Name: Last Name: Email: Account Active: Lock Account: PX_DADR	SER DETAILS:	Last Name	user email	Is Active Features: Add New I True	Is Locked Profile Cancel False	Disable	ReSend Email Verification
ADD / EDIT U User Name: Erist Name: Last Name: Email: Account Active: Lock Account: 	QIP QIP	List Name	User Email	Is Active Features: Add New I True True	Is Locked Profile Cancel False False False	Disable Disable	ReSend Email Verification ReSend Email Verification
ADD / EDIT U User Name: Erist Name: Last Name: Email: Account Active: Lock Account: 	QIP QIP	List Name	user email	Is Active Features: Add New True True True	Is Locked Profile Cancel False False False False False	Disable Disable Disable	ReSend Email Verification ReSend Email Verification ReSend Email Verification
ADD / EDIT U User Name: First Name: Email: Account Active: Lock Account: 	QIP QIP	Last Name	user email	Is Active Features: Add New True True True True True	Is Locked Profile Cancel False	Disable Disable Disable Disable	ReSend Email Verification ReSend Email Verification ReSend Email Verification ReSend Email Verification
ADD / EDIT U User Name: First Name: Last Name: Email: Account Active: Lock Account PX_DADR DemoUser	QIP QIP	Last Name	user email	Is Active Features: Add New True True True True True True	Is Locked Profile Cancel False	Disable Disable Disable Disable Disable	ReSend Email Verification ReSend Email Verification ReSend Email Verification ReSend Email Verification ReSend Email Verification

### Edit a User

Editing an existing user can be done by either using the "Disable" link, "Enable" link, or checking the Account Active/Lock Account.

#### Account Active/Lock Account Option:

**1.** Click the "Edit" link at the end of the member's row.

	QIP – eRepo	orts							
					0				
port		Name:	QIP Team				Email: Group	qip@partnershiphp.org	
ort		osername.	Demooser		Providers:		Name:		
	Practice Type					Providers			
	No records to displ	ay.							
nance	+ Add New User								S Refresh
	Username	First Name	Last Name	User Email	Is Active	Is Locked			
port	Username ADD / EDIT US	First Name	Last Name	User Email	Is Active	Is Locked			
port	User Name: First Name: Last Name:	First Name	Last Name	User Email	Is Active Features: Add New F	Is Locked Profile Cancel			
port	Username ADD / EDIT US User Name: First Name: Last Name: Email: Account Active:	First Name	Last Name	User Email	Is Active Features: Add New F	Is Locked Profile Cancel			
eport	Username ADD / EDIT US User Name: First Name: Last Name: Email: Account Active: Lock Account:	First Name	Last Name	User Email	Is Active Features: Add New F	Is Locked			
eport 25	Username ADD / EDIT US User Name: First Name: Last Name: Email: Account Active: Lock Account: PX_DADR	First Name	Last Name	User Email	Is Active Features: Add New F	Is Locked Profile Cancel False	Disable	ReSend Email Verification	Edit
eport 25 ity	Username ADD / EDIT US User Name: First Name: Last Name: Email: Account Active: Lock Account: PX_DADR DemoUser	First Name SER DETAILS: QIP QIP	E Last Name	User Email	Is Active Features: Add New F True True	Is Locked Profile Cancel False False	Disable Disable	ReSend Email Verification ReSend Email Verification	Edit Edit
eport 25 ity	Username ADD / EDIT US User Name: First Name: Last Name: Email: Account Active: Lock Account: PX_DADR DemoUser	First Name SER DETAILS: QIP QIP	te Last Name	User Email	Is Active Features: Add New F True True True	Is Locked Profile Cancel False False False False False	Disable Disable Disable	ReSend Email Verification ReSend Email Verification ReSend Email Verification	Edit Edit Edit
eport 25 ity	Username ADD / EDIT US User Name: Last Name: Last Name: Email: Account Active: Lock Account: PX_DADR DemoUser	First Name SER DETAILS: QIP QIP	E Last Name	User Email	Is Active Features: Add New F True True True True True	Is Locked	Disable Disable Disable Disable Disable Disable	ReSend Email Verification ReSend Email Verification ReSend Email Verification ReSend Email Verification	Edit Edit Edit Edit Edit

- **2.** The Add/Edit User Details form appears.
- **3.** Edit the user's account as needed by clicking by checking:
  - Account Active: User as has active account to utilize eReports.
  - Lock Account: User account is locked and the user is not able to utilize eReports.

L QIP TEAM QIP Site:	QIP – eRepc	orts							👳 Log Ou
Home					6				
🍄 My QIP Scores		Name: OI	Team				Email:	gip@partnershiphp.org	
🔟 QIP Measure Report		Username: De	moUser				Group Name:		
🔟 QIP Member Report					Providers:				
🔟 Member Search	Practice Type	ч.				Providers			
🚱 Upload QIP Data		,.							
네 Provider Performance Report	+ Add New User Username	First Name	Last Name	User Email	Is Active	Is Locked			🔊 Refresh
🔟 Weekly Count Report	ADD / EDIT USI	ER DETAILS:							
🏵 My eAdmins	User Name: First Name: Last Name:				Add New F	Profile Cancel	I		
📰 eAdmin	Email: Account Active:								
▲ Specs & Templates	Lock Account:								
Partnership Quality	PX_DADR	QIP	Team	qip@partnershiphp.org	True	False	Disable	ReSend Email Verification	edit
DashBoard	DemoUser	QIP	Team	qip@partnershiphp.org	True	False	Disable	ReSend Email Verification	Edit
S FAO					True	False	Disable	ReSend Email Verification	Edit
and they					True	False	Disable	ReSend Email Verification	Edit
₿ Help	+ Add New User								🖗 Refresh

## "Disable" Account Option:

- **1.** Click "Disable" link.
- 2. Message box pops up with "Are you sure you want to disable the account?"

				ituat says						
				Are you sure you want to disable t	the account?					🕒 Log Out
L QIP TEAM	QIP – eRe	ports				ОК Са				
	_						_			
III Home						0				
Wy QIP Scores										
III OIP Measure Report		Name:						Email:		
		Username:						Group Name:		
🔟 QIP Member Report					F	Providers:				
🔟 Member Search	Practice Type			P	roviders					
	INTERNAL MED	ICINE		W	/ilson, Ruth Dolo	res, MD - 9060				
📀 Upload QIP Data										
A Provider Performance	+ Add New U	ser								🔄 Refresh
Report	Username	First Name	Last Name	User Email		Is Active	Is Locked			
M Weekly Count Report	PX_RWIL	Joy	Dionisio	qip@partnershiphp.org		False	False	Enable	ReSend Email Verification	Edit
im weekly count kepore	Demouser	Tara	Fogliasso	ttogiiasso@partnersnipnp.org		True	Faise	Disable		Edit
🏵 My eAdmins	+ Add New U	ser								🔅 Refresh
III oAdmin										
Specs & Templates										
Rartnorchin Quality										
DashBoard										
<b>T</b> 540										
🕼 Help										

**3.** Message box will appear with "The user account is disabled." Click Ok.

	QIP – eReports						
# Home			0				
Wy QIP Scores							
네 QIP Measure Report	Name: Username: DemoUser				Email: Group Name:		
🕍 QIP Member Report		P	roviders:				
🔟 Member Search	Practice Type INTERNAL MEDICINE	Providers Wilson, Ruth Dolo	res, MD - 9060				
👶 Upload QIP Data							
네. Provider Performance Report	+ Add New User Username First Name Last Name User	The user account is disabled	Active	Is Locked			🧐 Refresh
🔟 Weekly Count Report	PX_RWIL DemoUser	СК СК	ilse	False False	Enable Enable	ReSend Email Verification	Edit Edit
🏵 My eAdmins	+ Add New User						🧐 Refresh
🖬 eAdmin							
🛓 Specs & Templates							
Partnership Quality DashBoard							
S FAQ							
C8 Help							

**4.** You will see "Disable" turn to "Enable".

QIP TEAM	QIP – eRepo	orts								
lome						0				
/ly QIP Scores										
QIP Measure Report		Name: Username: D	lemoUser					Email: Group		
IP Member Report						Providers:		Name:		
ember Search	Practice Type				Providers					
pload QIP Data	INTERNAL MEDICIN	E			1					
ovider Performance t	+ Add New User Username	First Name	Last Name	User Email		Is Active	Is Locked		_	S Refresh
eekly Count Report	PX_RWIL DemoUser					False False	False False	Enable Enable	ReSend Email Verification	Edit Edit
eAdmins	+ Add New User									S Refresh
dmin										
cs & Templates										
artnership Quality Board										
0										

## "Enable" Account Option: 1. Click "Enable" link.

L QIP TEAM	QIP – eRep	oorts								
📰 Home						0				
Wy QIP Scores		Name:						Fmail:		
🔟 QIP Measure Report		Username: Demo	User					Group Name:		
🔟 QIP Member Report						Providers:				
🔟 Member Search	Practice Type				Providers					
🚱 Upload QIP Data	INTERNAL MEDIC	INE								
🔟 Provider Performance Report	+ Add New Use Username	er First Name	Last Name	User Email		Is Active	Is Locked			🧐 Refresh
🔟 Weekly Count Report	PX_RWIL DemoUser					False False	False False	Enable Enable	ReSend Email Verification	Edit Edit
Wy eAdmins	+ Add New Use	er								S Refresh
🕶 eAdmin										
A Specs & Templates										
Partnership Quality DashBoard										
S FAQ										
🕼 Help										

**2.** Message box pops up with "Are you sure you want to enable the account?" Click Ok.

				ituat says						
L QIP TEAM	QIP – eRep	orts		Are you sure you want to	o enable the account?	ок				🖙 Log Out
# Home						0				
My QIP Scores		Name						Email:		
🔟 QIP Measure Report		Username: Dem	oUser					Group Name:		
🔟 QIP Member Report						Providers:				
🔟 Member Search	Practice Type	TNE			Providers					
🚱 Upload QIP Data										
ط Provider Performance Report	+ Add New Use Username	r First Name	Last Name	User Email		Is Active	Is Locked			S Refresh
🕍 Weekly Count Report	PX_RWIL DemoUser					False False	False False	Enable Enable	ReSend Email Verification	Edit Edit
My eAdmins	+ Add New Use	:r								S Refresh
🖬 eAdmin										
▲ Specs & Templates										
Partnership Quality DashBoard										
S FAQ										
🕼 Help										

**3.** Message box will appear with "The user account is enabled." Click Ok.

	QIP – eReports					
# Home		θ				
My QIP Scores	Name			Email:		
🔟 QIP Measure Report	Username: DemoUser			Group Name:		
🕍 QIP Member Report		Providers:				
🔟 Member Search	Practice Type INTERNAL MEDICINE	Providers	-	_		
👶 Upload QIP Data						
🔟 Provider Performance Report	+ Add New User	ss Acti	ive Is Loo	ked		🤄 Refresh
🔟 Weekly Count Report	PX_RWIL 2	OK se se	False False	Disable Enable	ReSend Email Verification	Edit Edit
🏵 My eAdmins	+ Add New User					😟 Refresh
📰 eAdmin						
▲ Specs & Templates						
Partnership Quality DashBoard						
S FAQ						
(3 Help						

. 👤 QIP TEAM	QIP – eRep	orts								
III Home						0				
Wy QIP Scores		News						Course its		
🔟 QIP Measure Report		Username: Demo	User					Group Name:	1	
🕍 QIP Member Report						Providers:				
🔟 Member Search	Practice Type				Providers					
🚯 Upload QIP Data	INTERNAL MEDIC	INE			Wilson, Ruth Da	lores, MD - 9060				
네 Provider Performance Report	+ Add New Use	er First Name	Last Name	User Email		Is Active	Is Locked		_	S Refresh
네 Weekly Count Report	PX_RWIL DemoUser					True False	False False	Disable Enable	ReSend Email Verification	Edit Edit
Wy eAdmins	+ Add New Use	ar -								🙆 Refresh
🖬 eAdmin										
A Specs & Templates										
Partnership Quality DashBoard										
S FAQ										
🕼 Help										

**4.** You will see "Enable" turn to "Disable.

## My eAdmin

This function displays the organizations eAdmin Accounts and email address.

**1.** Click "My eAdmin" in the tool bar.

L QIP TEAM	QIP – eReports									🕪 Log Out			
	θ												
II Home	GROUP NAME:												
My QIP Scores													
Lat QIP Measure Report	Select a PCP Search for PCP					▼ Clea	ar						
🕍 QIP Member Report										🙆 Refresh 🔰 🔯			
	Measure	QIP Score	Numerator	Denominator	50th Threshold %	50th(Target/Achieved)	75th Threshold %	75th(Target/Achieved)	90th Threshold %	90th(Target/Achieved)			
Member Search	Cervical Cancer Screening 2019	49.7 %	2709	5446	NA	NA	65.9%	3589/2709	70.8%	3856/2709			
	Well Child 2019	7.4 %	212	2881	NA	NA	78.5%	2262/212	82.8%	2386/212			
Upload QIP Data	Immunization for Adolescents 2019	15.6 %	90	577	19.8%	115/90	NA	NA	NA	NA			
IN Desides Desferred	Nutrition Counseling 2019	15.5 %	260	1679	NA	NA	NA	NA	NA	NA			
Report	Physical Activity Counseling 2019	0.4 %	6	1679	NA	NA	NA	NA	NA	NA			
	Diabetes – Retinal Eye exam 2019	40.6 %	342	842	NA	NA	63.3%	533/342	68.3%	576/342			
Weekly Count Report	Diabetes - Nephropathy 2019	51.0 %	429	842	NA	NA	91.7%	773/429	93.3%	786/429			
	Controlling High Blood Pressure 2019	0.0 %	0	991	NA	NA	64.8%	643/0	71.7%	711/0			
🏵 My eAdmins	Monitoring for Patients on Persistent Medications 2019	89.0 %	1048	1178	NA	NA	90.2%	1063/1048	92.8%	1094/1048			
	Diabetes - HbA1C Good Control 2019	5.6 %	47	842	NA	NA	64.5%	544/47	70.9%	597/47			
👗 Specs & Templates	Colorectal Cancer Screening 2019	50.2 %	1618	3223	NA	NA	45%	1451/1618	56.8%	1831/1618			
	Asthma Medication Ratio 2019	0.0 %	0	2	NA	NA	NA	NA	NA	NA			
Partnership Quality	Childhood Immunization Status CIS 3 2019	0.0 %	0	771	71.6%	553/0	NA	NA	NA	NA			
DashBoard	Breast Cancer Screening 2019	46.7 %	623	1334	59%	788/623	NA	NA	NA	NA			
S FAQ	Advanced Care Planning									,			
C Help													

2. The screen will display the eAdmin Account holders.

I Home   I Home   I QIP Measure Report   Id QIP Member Report   Id QIP Member Report   Id Member Saarch   I Upload QIP Data   Id Provider Performance   Id Weekly Count Report   Id Portione   Id Portione   Id Weekly Count Report   Id Weekly Count Report   Id Portione   Id Portione   Id Weekly Count Report   Id Weekly Count Report   Id Weekly Count Report   Id Weekly Count Report   Id Portione   Id Portione   Id Portione   Id Weekly Count Report   Id Weekly Count Report   Id Portione   Id Portione <t< th=""><th>L QIP TEAM</th></t<>	L QIP TEAM
♥ My QP Scores   ■ QP Measure Report   ■ QP Measure Report   ■ QIP Member Report   ■ QIP Member Report   ■ Member Search   ● Upload QIP Data   Noure Expontion   ■ Youk Admins   ■ Avecky Count Report   ● My eAdmins   ■ cArmin   ▲ Specs & Templates   ■ frannership Quality   ● Frag	Home
Image: Participation	🏵 My QIP Scores
Lill QIP Member Report   Lill Member Search   V Uplead QIP Data   Lill Provider Performance   Report   Hu Weekly Count Report   P My eAdmins   III Admin   Lill Specs & Templates   III Partnership Quality   Dashibaard	🔟 QIP Measure Report
Member Search VOR RADMIN DETAILS:   Upbard QiP Data Vor Reportsuperitsuper	🔟 QIP Member Report
<ul> <li>C Upload QIP Data</li> <li>A Provider Performance Report</li> <li>Weekly Count Report</li> <li>I Weekly Count Report</li> <li>I weekly Count Report</li> <li>A Specs &amp; Templates</li> <li>I Partnership Quality Data</li> <li>E FAQ</li> </ul>	🔟 Member Search
Lat Provider Performance         Report         Weekly Count Report         ♥ My eAdmins         ■ eAdmin         ▲ Specs & Templates         ■ Fartnership Quality         DashBoard         ■ FAQ	🕒 Upload QIP Data
Li Weekly Count Report	M Provider Performance Report
♥ My eAdmins # eAdmin ▲ Specs & Templates # Partnership Quality DashBoard E FAQ	🔟 Weekly Count Report
A definin      A Specs & Templates      Partnership Quality DashBoard      FAQ	Wy eAdmins
Partnership Quality DashBoard      FAQ	eAdmin A Specs & Templates
DashBoard 2월 FAQ	Partnership Quality
	DashBoard
j 27 Helo	⊠ FAQ

## **Multiple Sites**

The secret keys are parent organization specific. You only need one username to access all of your individual sites data with the parent organization.

\*\***Note:** If the parent organization name listed is not the organization you work for or you notice one of your site is not in your organization, or one of your sites in your organization is missing, please notify the QIP Team immediately at <u>gip@partnershiphp.org</u>

### Forgot your Username or Password

#### Forgot your Username

If you do not remember your username, you will need to reach out to your eAdmin for eReports. If you do not know who your eAdmin is please contact the QIP Team at <u>gip@partnershiphp.org</u>.

#### **Resetting your Password**

You will be asked to use your Secret Key to reset your password. If you are not able to locate your email that contains the Secret key originally sent to you, contact us at <u>QIP@partnershiphp.org</u>.

Please follow these steps:

1. Click on the Can't access your account? Link.

QIP e-Reports
Sign in with your organizational account
Password
Log In
Sign Up:
New user,email QIP Team at QIP@partershiphp.org for your site registration Key. Click here to register with a registration Key.
Can't access your account?

- Enter your email and username.
   Note: If you do not remember your username, you will need to reach out to your eAdmin for eReports. If you do not know who your eAdmin is please contact the QIP Team at gip@partnershiphp.org.
  - 3. Click the <u>Send Reset Link to Email button</u>.

Request Password Reset		
Email:		*
Username:		*
Send Reset Link to Email	Back To Login	

- **4.** Go to your email program and open the email from <u>eHealth@partnership.org</u> with subject line "QIP Reset Password".
- 5. Click the link in the email.
- 6. Enter your new and confirm your password.

Password Reset				
	Username:	lazybrum2018		8
	New Password:			8
	Confirm Password:			8
	Back to Login	Reset Password	-	

7. Click the "Reset Password" button. The message of "The password was successfully reset".

Password Reset		
Username:		*
New Password:		*
Confirm Password:		*
Back to Login	Reset Password	

8. Click the "Back to Login" button.

Password Reset		
The p	assword was successfully reset.	
Username:	lazybrum2018	*
New Password		*
Confirm Password		*
Back to Login		

9. Enter you username and password on the sign page.

If you have any trouble resetting your password, contact us at <u>QIP@partnershiphp.org</u>.

## **eReports Home Screen**

				0	Threshold Report				
		"Measures	in view may not apply	to your practice type. Refer	to the QIP measure				
				GROUP	NAME: PHC Internal Account				
					Remove Impersonation				
lect a PCP					• Select	Provider Clear			
				Core	Clinical Measurement Set				
									🛛 Refresh
deasure	QIP Score	Numerator	Denominator	25th Threshold %	25th(Target/Achieved)	50th Threshold %	S0th(Target/Achieved)	75th Threshold %	75th(Target/Achieved)
hild and Adolescent Well Care 2022	32.02 %	2668	8331	NA	NA	45.31%	3775/2668	53.83%	4485/2668
sthma Medication Ratio 2022	69.41 %	59	85	NA	NA	64.78%	<b>36/59</b>	70.67%	61/59
reast Cancer Screening 2022	48.98 %	433	884	NA	NA	\$3.93%	477/433	58.70%	519/433
ervical Cancer Screening 2022	46.77 %	2176	4653	NA	NA	59.12%	2751/2176	63.66%	2963/2176
hildhood Immunization Status CIS 10 2022	19.21 %	121	630	NA	NA	38.20%	241/121	45.50%	287/121
olorectal Cancer Screening 2022	35.99 %	840	2334	32.80%	<b>166/840</b>	40.23%	939/840	NA	NA
Controlling High Blood Pressure 2022	0.13 %	1	771	NA	NA	55.35%	427/1	62.53%	483/1
Sabetes - HbA1C Good Control 2022	33.33 %	229	687	NA	NA	56.81%	391/229	61.63%	424/229
nmunization for Adolescents 2022	27.91 %	144	516	NA	NA	36.74%	190/144	43.55%	225/144
lutrition Counseling 2022	31.74 %	1411	4445	NA	NA	NA	NA	NA	NA
hysical Activity Counseling 2022	5.31 %	236	4445	NA	NA	NA	NA	NA	NA
	27.07.9/					F 4 0.50	206/128	111 1111	220/120

Once you log in, the Home Screen will appear.

#### **Understand the eReports Site**

- The title bar extends horizontally across the top of the screen and contains the following information:
  - On the far left is your name as entered during registration. Below your name is your parent organization name as determined by the secret key you used when registering.

**\*\*Note:** If the parent organization name listed is not the organization you work for, please notify the QIP Team immediately at <u>qip@partnershiphp.org</u>

- > To the right of your name, you will see the QIP eReports name.
- > On the far right is the Log Out link.
- Select a PCP allows the user to drill down to site level data within parent organization.
- The navigation pane extends vertically along the left side of the screen and enables you to access any page without having to return to the Home page.
- In the lower right corner of each page, you will see the dates of the last login to your site and the most recent update of the QIP scores.

## **Threshold Report**

The Home page displays as the Threshold Report table for your practice. This table displays your current QIP score and number of numerators and denominators, the available thresholds percentage targets, and your current status for each available threshold.

				0	Threshold Report				
		"Measures	in view may not apply	to your practice type. Refer	to the QIP measure recommended	and the statest and the state			
				GROUP	NAME: PHC Intern				
ect a PCP					Select	Provider Clear			
	_			Core	Clinical Measurement Set				
									🛛 Refresh
Measure	QIP Score	Numerator	Denominator	25th Threshold %	25th(Target/Achieved)	50th Threshold %	S0th(Target/Achieved)	75th Threshold %	75th(Target/Achieved)
hild and Adolescent Well Care 2022	32.02 %	2668	8331	NA	NA	45.31%	3775/2668	\$3.83%	4485/2668
thma Medication Ratio 2022	69.41 %	59	85	NA	NA	64.78%	<b>6/59</b>	70.67%	61/59
east Cancer Screening 2022	48.98 %	433	884	NA	NA	53.93%	477/433	58.70%	519/433
rvical Cancer Screening 2022	46.77 %	2176	4653	NA	NA	59.12%	2751/2176	63.66%	2963/2176
ildhood Immunication Status CIS 10 2022	19.21 %	121	630	NA	NA	38.20%	241/121	45.50%	287/121
olorectal Cancer Screening 2022	35.99 %	840	2334	32.80%	¥ 766/840	40.23%	939/840	NA	NA
ntrolling High Blood Pressure 2022	0.13 %	1	771	NA	NA	55.35%	427/1	62.53%	483/1
sbetes - HbA1C Good Control 2022	33.33 %	229	687	NA	NA	56.81%	391/229	61.63%	424/229
munization for Adolescents 2022	27.91 %	144	516	NA	NA	36.74%	190/144	43.55%	225/144
trition Counseling 2022	31.74 %	1411	4445	NA	NA	NA	NA	NA	NA
ysical Activity Counseling 2022	5.31 %	236	4445	NA	NA	NA	NA	NA	NA

#### You will see the following data in the table:

- Measure Name
  - Note: eReports tracks 14 clinical measures. Each practice type has their own set of clinical measures. Your measures are indicated by data in the Percentile (Target/Achieved) columns.
- QIP Score Your most up to date QIP score (clinical measure rate) for the measure. The score is calculated by: (Numerator ÷ Denominator) \* 100
- **Numerator** The total number of members included in your denominator group who have had the appropriate preventive care service.
  - Note: The number is hyperlinked to take you to QIP Measure Report to view the patient list.
- **Denominator** The total number of members who are assigned to you during the month in which you are accessing the system and who are eligible for the selected measure.
  - Note: The number is hyperlinked to take you to QIP Measure Report to view the patient list.
- **Percentile Threshold** The percentages you must meet for the 25<sup>th</sup>, 50<sup>th</sup> and 75<sup>th</sup> percentiles.
- **Percentile (Target/Achieved)** The first number displayed (Target) is how many members of the denominator need to complete the preventive screening to achieve the Percentile Threshold. The second number (Achieved) is how many members have completed the preventive screening to date.
  - Note: Red font indicates the target has not been achieved and Green font with a check mark indicates the target has been met for that percentile.
- Advance Care Planning The total number of qualifying members for the unit of service measure.

Note: Member must have PHC as the primary insurance carrier as of December 31 of the measurement year.

#### **Continuous Enrollment Criteria**

These are not the final totals for your denominator number and QIP score for any measure, because the continuous enrollment criteria has not yet be factored in. The continuous enrollment criteria requires that only members who were assigned to you for 9 out of 12 months of the QIP year will be in your final denominator list. Your final QIP score is calculated based on the final denominator and numerator numbers. At the end of the QIP year, you will be able to view these final lists.

## **Advance Care Planning**

The table displays your current counts of your submissions for this unit of service measure.

#### **Important Notes:**

- The services for this measure will be uploaded only by the provider, however there will be a claims check to validate if the member was also billed to PHC. If the service for the member has already been paid by PHC, the member will not be captured in the providers count.
- A member can only be counted once towards one PHC Provider Number per measurement year. The first PHC Provider Number to upload will get the credit, and no other providers will be able to upload for the same member.
- The counts can **ONLY** be accessed from the Home/Threshold Report page.

#### How to view your counts:

1. Click on the drop down arrow on the <u>Select PCP Site</u> box to select your site name.

						0					
				GRO	UP NAME:						
res											
Peport	Select a PCP					•					
are a	Provider# PCP Name				Practic	e					
					FAMILY						🙆 Refresh 🔰 🔯
	Measure						eved)	75th Threshold %	75th(Target/Achieved)	90th Threshold %	90th(Target/Achieved)
	Cervical Cano				<b>ΕΔΜΊΙ Υ</b>			66.01%	3589/2590	70.68%	3843/2590
	Well Child 20							79.33%	2286/220	83.7%	2412/220
	Immunization							37.71%	218/91	NA	NA
	Nutrition Cor				FAMILY			NA	NA	NA	NA
	Physical Activ							NA	NA	NA	NA
	Diabetes – R		▼ltems 1	3				64.23%	543/345	68.61%	580/345
	Diabetes - Nephropathy 2019	51.8 %	437	844	90.51%	764/437		92.05%	777/437	93.43%	789/437
	Controlling High Blood Pressure 2019	0.0 %	0	991	58.64%	582/0		65.78%	652/0	71.04%	705/0
	Monitoring for Patients on Persistent Medications 2	019 88.9 %	1050	1181	NA	NA		NA	NA	NA	NA
	Diabetes - HbA1C Good Control 2019	6.4 %	54	844	61.8%	522/54		66.91%	565/54	70.32%	594/54
	Colorectal Cancer Screening 2019	28.8 %	927	3223	37.5%	1209/927		48.78%	1573/927	58.69%	1892/927
	Asthma Medication Ratio 2019	0.0 %	0	2	62.28%	2/0		NA	NA	NA	NA
	Childhood Immunization Status CIS 3 2019	37.9 %	292	771	70.8%	546/292		74.7%	576/292	NA	NA
	D	47 5 9/	633	1004	50.049/	775/622		64.1.29/	956/622	69.049/	920/633

- **2.** Your data will auto-populate after a selection is made.
- 3. Click on the Count number to view the members behind the count.

				0	Threshold Rep				
		"Measures	in view may not apply	to your practice type. Refer	to the QIP messure spi				
				GROUP	NAME: PPIC Internal.				
					Remove Impersonation				
					100				
eet a PO					Seect	Provider Clear			
				Core	Clinical Measurement Set				
				II NORMANNA COMPANY					Refresh
latara	QIP Score	Numerator	Demominator	25th Threshold %	25th(Target/Achieved)	S0th Threshold %	S0th(Target/Achieved)	75th Threshold %	75th(Target/Achieved)
id and Adolescent Well Care 2022	22.02 %	2468	8331	NA	NA	45.31%	3775/2668	\$2.02%	4485/2668
hma Medication Ratio 2022	69.51 %	59	85	NA	NA	64.18%	Ga 56/59	70.67%	61/59
ast Cancer Screening 2022	48.98 %	433	684	NA	NA	53.93%	477/433	58.70%	519/433
rical Cancer Screening 2022	45.77 %	2176	4653	NA	NA	\$9.12%	2751/2176	63.66%	2963/2176
Idhood Immunization Status CIS 10 2022	19.21 %	121	630	NA	NA	38.20%	241/121	45.50%	287/121
lorectal Cancer Scieening 2022	35.99 %	840	2334	32.80%	C 766/840	40.28%	939/840	NA.	NA
trolling High Blood Pressure 2022	0.13 %	1	771	NA	NA	55.35%	427/1	62.53%	483/1
beres - HbA1C Good Control 2022	33.33 %	229	687	NA	NA	56.81%	391/229	61,63%	424/229
nunication for Adolescents 2022	27.91 %	144	516	NA	NA	36.74%	190/144	43.55%	225/144
eition Counseling 2022	31.74 %	1411	6415	NA	NA	NA	NA	NA	NA
ysical Activity Counseling 2022	5.01 %	236	4445	NA	NA	NA	NA	NA .	NA
I Child First 15 Months 2022	37.01 %	139	375	NA	NA	54.92%	206/139	61.25%	230/139
		1		Monitoring Measures	(Not in the Core Clinical Mean	urement Set)			
		-	16	Monitoring Measures	(Not in the Core Clinical Mean	urement Set)			🛛 Ratioch
eure	QIP Score	Numerator	Denominator	Monitoring Measures	(Not in the Core Clinical Mean 25th(larget/Achieved)	surement Set) 50th Threahold %	50th(Target/Achieved)	75th Threshold %	Z Ratrech 75th(Target/Achieved)

**4.** Your member list will appear for the selected PCP site name. Please note the column headings for the data available.

**\*\*Note:** The list is not exportable at this time.

L QIP TEAM	QIP – eRepor	ts							
					θ				
III Home					Attestation Submission	n			
My QIP Scores	CIN	FirstName	LastName	Phone	Gender	DOB	Age	Provider	Date
Lal QIP Measure Report									
🔟 QIP Member Report									
🔟 Member Search									
😚 Upload QIP Data									
Lat Provider Performance Report									
🔟 Weekly Count Report									
🔁 My eAdmins									
Å Specs & Templates									
Partnership Quality DashBoard									
S FAQ									
G∕r Help									

## **My QIP Scores**

This page shows you the most up to date QIP Score (Clinical Measure Rate) for a selected QIP Clinical Measure. The QIP Score is calculated by:

(Numerator ÷ Denominator) x 100

**Important Note:** The continuous enrollment criteria has not been applied to the information on this page. Please see <u>Continuous Enrollment Criteria</u> for more information.

QIP Site:	QIP – eReports		🕪 Log Out
		My QIP Score	
III Home			
My QIP Scores	Select a PCP:	Search for PCP	
AL OIP Measure Report	Select a Measure:	Select a Measure	
	QIP Site:		
🔟 QIP Member Report	Numerator:	0	
🔟 Member Search	Denominator:	0	
🚯 Upload QIP Data	QIP Score:		
🕍 Provider Performance Report	Threshold: Note: This denominator list for the selected m for your final QIP rate will only include memb "Asthma measure does not require any manu ""Controlling High Blood Pressure measure u	seaure does not apply continuous enrollment orteria. This list includes all current members assigned to you in the eligible population for the selected measure. The denominator all uploads to effective factors. This measure is driven by claims. Joads to effective factors und Ray 1. Joan Joans solution the most recent BP reading to effective at that time.	
🔟 Daily Count Report			
▲ Specs & Templates			
Partnership Quality DashBoard			
S FAQ			
C Help			

#### How to view your score:

1. Click the "My QIP Scores" in the Tool Bar.

QIP Site:	QIP – eReports					+ Log Out
			My QIP Scor	e		
II Home						
The My QIP Scores	Select a PCP:	Search for PCP		<b>~</b>		
	Select a Measure:	Select a Measure	Display	lear		
A QIP Measure Report	QIP Site:					
🕍 QIP Member Report	Numerator:	0				
🕍 Member Search	Denominator:	0				
	QIP Score:					
Copicad QiP Data	Threshold:					
Le Provider Performance Report	Note: This denominator list for the selected m for your final Q1P rate will only include membe "Asthma measure does not require any manu ""Controlling High Blood Pressure measure up	easure does not apply continuous enrollment ers on this list continuously enrolled with you al uploads to eReports. This measure is drive ploads to eReports is frozen until April 1, 201	t criteria. This list includes all current members assigne with a one-month gap. an by claims. 7. Please submit the most recent BP reading to eReport	d to you in the eligible population for the selected r	neasure. The denominator	
🔳 Daily Count Report						
A Specs & Templates						
Partnership Quality DashBoard						
S FAQ						
🕼 Help						

2. Click on the drop down arrow on the <u>Select PCP Site</u> box.

QIP Site:	QIP – eReports				e* Log out
			My QIP Score		
II Home					
My QIP Scores	Select a PCP:	Search for PCP			
	Select a Measure:	Select a Measure	Display Cle	ear	
QIP Measure Report	QIP Site:				
📕 QIP Member Report	Numerator:	0			
📕 Member Search	Denominator:	0			
G Upload OIP Data	QIP Score:				
	Threshold:				
M Provider Performance Report	Note: This denominator list for the selected m for your final Q1P rate will only include memb "Asthma measure does not require any manu "Controlling High Blood Pressure measure u	reasure does not apply continuous enrollment ers on this list continuously enrolled with you al uploads to eReports. This measure is driver ploads to eReports is frozen until April 1, 2017	t criteria. This list includes all current members assigned i with a one-month gap, in by claims. 7. Please submit the most recent BP reading to eReports	to you in the eligible population for the selected measure. The denominat at that time.	or
📕 Daily Count Report					
A Specs & Templates					
Partnership Quality DashBoard					
S FAQ					
🕼 Help					

3. Click on the drop down arrow on the <u>Select a Measure</u> box.

QIP Site:	QIP – eReports			🕪 Log Out
II Home	My QIP Score			
The My QIP Scores	Select a PCP:	Search for PCP	•	
Le QIP Measure Report	Select a Measure:	Select a Measure	Display	
M QIP Member Report	QIP Site: Numerator:	Cervical Cancer Screening Well Child Immunization for Adolescents		
🕍 Member Search	Denominator:	Nutrition Counseling Physical Activity Counseling		
🚱 Upload QIP Data	QIP Score:	Diabetes – Retinal Eye exam Diabetes – Nephropathy		
Lal Provider Performance Report	Threshold:	Controlling High Blood Pressure Monitoring for Patients on Persistent Medications		
🕍 Daily Count Report	Note: This denominator list for the selected m for your final QIP rate will only include memb "Asthma measure does not require any manua "Controlling High Blood Pressure measure up	Diabetes - HbA1C Good Control Colorectal Cancer Screening Asthma Care	s all current members assigned to you in the eligible population for the selected measure. The denominator t recent BP reading to eReports at that time.	
▲ Specs & Templates		Childhood Immunization-MMR	]	
Partnership Quality DashBoard				
🗃 FAQ				
CP Help				

4. Click on desired measure name. Your data will auto-populate.

QIP Site:	QIP – eReports		🕪 Log Out
		My QIP Score	
👪 Home			
🏵 My QIP Scores	Select a PCP:		
M OIP Measure Pepert	Select a Measure:	Cervical Cancer Screening 2018	
i Qir measure keport	QIP Site:		
🕍 QIP Member Report	Numerator:	416	
🔳 Member Search	Denominator:	1766	
🕒 Upload OIP Data	QIP Score:	23.6 %	
•	Threshold:		
네 Provider Performance Report	Note: This denominator list for the selected n for your final QIP rate will only include memb *Asthma measure does not require any manu **Controlling High Blood Pressure measure u	wasure does not apply continuous enrollment criteria. This list includes all current members assigned to you in the eligible population for the selected measure. The denominator en on this list controlloyed receiled with you with a one-month pap. all oploads to eReports. This measure is driven by claims.	
🔟 Daily Count Report			
▲ Specs & Templates			
Partnership Quality DashBoard			
🖾 FAQ			
🕼 Help			

You will see the following data:

- **Numerator** This is the total number of members in your Denominator who have had the appropriate preventive care service. The number is hyperlinked and will take you directly to QIP Measure Report for the patient list.
- **Denominator** This is the total number of members assigned to you in the month you are accessing the system that are eligible for the selected measure. The number is hyperlinked and will take you directly to QIP Measure Report for the patient list.
- **Relative Improvement –** Displays percentage of how you are doing compared to last year's data.
  - Note: The percentage only populates during the eReports Grace Period following the current measurement year.
- **Threshold** This will only display during the measurement year grace period. To earn full or partial points, you must meet or exceed these thresholds.

Note: If this field is blank, it means that your practice type is not responsible for this measure.

## **QIP Measure Report**

This feature displays and allows the user to download the complete patient list of members that make up denominator for the selected measure.

**Important Note:** The continuous enrollment criteria has not been applied to the information on this page. Please see <u>Continuous Enrollment Criteria</u> for more information.

#### How to view a list:

**1.** Click the QIP Member Reports on the Tool bar.

L OIP Site	QIP – eReports	
	QIP Member Reports	
II Home		
My QIP Scores	Select a PCP: Search for PCP	
	Select a measure: Select a Measure •	
🔟 QIP Measure Report	☑ Numerator ☑ Denominator Display Clear	
🔟 QIP Member Report		
Member Search	Number of members displayed for the selected measure:	
	Note: This denominates in this for the selected measure does not apply continuous enrollment criteria. This list includes all current members assigned to you in the eligible population for the selected measure. The denominator for your final QIP rate will puly include members on this fact on the include selected measure. The denominator for your final QIP rate will puly include members with the include selected measure.	
🕓 Upload QIP Data	Export to excel might take about 1-2 minutes to finish download for files about \$500 records.	
Provider Performance Report		
Report		
🕍 Daily Count Report		
A Specs & Templates		
E Partnershin Quality		
DashBoard		
🖉 FAQ		
Le Help		

2. Click on the drop down arrow on the Select a PCP box.

QIP Site:	QIP – eReports		
	OQIP Member Reports		
Home			
My QIP Scores	Select a PCP: Search for PCP		
	Select a measure: Select a Measure		
Left QIP Measure Report	Numerator     Denominator     Display     Clear		
🔟 QIP Member Report	Number of members displayed for the selected measure:		
📕 Member Search	Note: This denominator list for the selected measure does not apply continuous enrollment criteria. This list includes all current members assigned to you in the eligible population of the continuous enrolled for 11 poly of 12 months of the OID measurement var.	lation for the selected measure. The denominator for your final QIP rate will	-
🕓 Upload QIP Data	Export to ancel might take about 1-2 minutes to finish downlead for files about 5000 records.		
Lat Provider Performance Report			
🔟 Daily Count Report			
▲ Specs & Templates			
Partnership Quality DashBoard			
S FAQ			

3. Click on the drop down arrow on the <u>Select a Measure</u> box to see the complete list.

QIP Site:	QIP – eReports			🕒 Log Out
III Home	O QIP Member Reports			
Wy QIP Scores	Select a PCP:	Search for PCP	7	
네 QIP Measure Report	Select a measure:	Select a Measure Select a Measure Cervical Cancer Screening		
Let QIP Member Report		Well Child Immunization for Adolescents		
🕍 Member Search	Note: This denominator list for the selected measure	Nutrition Counseling Physical Activity Counseling Diabetes – Retinal Eve exam	sure:	
🚯 Upload QIP Data	only include members on this list continuously enro	Diabetes - Nephropathy Childhood immunization - DTan	current members essigned to you in the engrow population to the selected measure. The denominator for your mail QP face with	
لط Provider Performance Report	Export to excel might take about 1-2 minutes to fir	Controlling High Blood Pressure Monitoring for Patients on Persistent Medications Diabetes - HbA1C Good Control		
🔟 Daily Count Report		Colorectal Cancer Screening Asthma Care Childbood Immunization-MMR		
▲ Specs & Templates			-	
Partnership Quality DashBoard				
S FAQ				
C& Help				

**4.** Click on the desired Measure Name.

- 5. Click the Display button.
- Note: If you only want to see who is in the Numerator, uncheck the box for Denominator, and vice versa if you only want to see the Denominator.

QIP Site:	QIP – eReports		B Log Out
II Home	O QIP Member Reports		
My QIP Scores	Select a PCP: Select a measure:	Search for PCP  Cervical Cancer Screening	
📠 QIP Measure Report		Numerator Display Clear	
🔟 QIP Member Report		Number of members displayed for the selected measure:	
🔟 Member Search	Note: This denominator list for the selected measu	are does not apply continuous enrollment criteria. This list includes all rest members assigned to you in the eligible population for the selected measure. The denominator for your final QIP rate will be a contract of the	-
🕒 Upload QIP Data	Export to excel might take about 1-2 minutes to fi	rish dumload for files about 5000 records.	
Ltd. Provider Performance Report			
🔟 Daily Count Report			
▲ Specs & Templates			
Partnership Quality DashBoard			
S FAQ			
C Help			

- 6. Your results will populate.
- > Important Notes:
- > The column headings will change slightly based on the Measure selected.
- Controlling High Blood Pressure measure the denominator now is able to list who is a diabetic. People ages 60 and over have a 'yes' or 'no' flag to specific diabetic or non-diabetic. Members <60 are designated as 'NA' and do not have a diabetic flag specified.
- > The following column headings can be sorted, if click on:
  - QIP Result
  - CIN
  - Member First Name
  - Member Last Name
  - Member Phone Number
  - Gender
  - New Member

If Home       Image: Control of Contro of Contro of Contro of Control of Contro of Control of Control o	te:	QIP – eReports			¢	) Log
My QIP Scores      My	me	O QIP Member Reports				
Lal QIP Measure Report   Lal QIP Member Report   Lal Member Search   O Upload QIP Data   Lal Daily Count Report   Lal Daily Count Report   A Specs & Templates   Perominator   Perominator   Perominator   Denominator   Denominator <th>QIP Scores</th> <th>Select a PCP:</th> <th>Search for PCP</th> <th></th> <th></th> <th></th>	QIP Scores	Select a PCP:	Search for PCP			
Lat. QiP Member Report   Lat. Member Search   Vupload QiP Data   Lat. Provider Performance Report   Lat. Daily Count Report   QiP Result   Performance   QiP Result   Denominator   <	P Measure Report	Select a measure:	Cervical Cancer Screening			
Liak Member Search     Number of members displayed for the selected measure: 2921 <ul> <li>Idl Provider Performance Report</li> <li>Idl Paily Count Report&lt;</li></ul>	P Member Report		Numerator      Denominator Display Clear			
Upload QIP Data      Lai Daily Count Report     QIP Result     Denominator     Denominato	mber Search		Number of members displayed for the selected measure: 2921			
Report     QIP Realt     QIP Realt     NewMemp       baily Count Report     QIP Realt     Perfects 1 (2000)     N       baily Count Report     Denominator     Denominator     N       baily Count Report     Denominator     N     more       baily Count Report     Denominator     N     more	load QIP Data				Export Data Sources	
Lat Daily Count Report     QP Result     QP Result     New Member        Denominator     Denominator     No        Denominator     Denominator     No        Denominator     Denominator     No	t				😤 Pafrash   🕅	
A specs & Templates         N         Normality           Partnership Quality         Denomination         N         more           Denominator         Denominator         N         more           E FAQ         Denominator         N         more	ily Count Report	QIP Result		NewMember	w Netresit 🛛	
Partnership Quality     Denominator       Denominator     Denominator       Enominator     Denominator	cs & Templates	Denominator		N	more	
E FAQ Denominator	tnership Quality oard	Denominator		N	more	
N HIOTCH	5	Denominator		N	more	
Z Help	P	Denominator			morea	

You will see the following data:

**QIP Result** – This column displays whether the member is in the denominator or numerator. The QIP Result will change from denominator to numerator once the documentation data has been received.

CIN - This column displays the member's Medi-Cal state identification number

**Member First Name** – This column displays the member's First Name

Member Last Name- This column displays the member's Last Name

**Member Phone** -This column displays the members contact information that we receive from the state.

Gender – This column displays the member's sex (Male or Female)

DOB - This column displays the member's birthdate.

**Age –** This column displays the member's age

**Documentation data –** These are the columns found between the Age Column and the PCP column. This is the data needed for numerator compliance.

PCP - This column displays the member's PCP Name and PCP #.

**New Member-** This column displays whether a member is newly assigned to a PCP. A "Y" means they are newly assigned in the current month.

#### "Details" Feature

This feature specifies why a member fell in either the denominator or the numerator. This is a great feature to confirm your uploaded data was captured from your upload.

**Reminder:** Focus on uploading data for members who have a QIP Result of Denominator.

#### How to view the "Details" Details:

1. Click "Details" in the last column.

	QIP – eR	eports											
							<b>€</b> QI	P Me	mber Reports				
e													
QIP Scores		Select	a measure:	Search for PCP Cervical Cancer S	creening					•			
Aeasure Report				🔲 Numerator 🛛	Denominato	Displ	ay Clear						
lember Report				Number of memb	ers displayed	for the s	elected mea	sure:	1694				
ber Search													Export Data Sources
id QIP Data													1 n c 1 1 1
der Performance	QIP Result	CIN N	Member First Name	Member Last Name	Member Phone	Gender	DOB	Age	Date of Most Recent PAP Smear	HPV test date	РСР	NewMember	Details
Count Report	Denominator											N	Details
& Templates	Denominator											N	Details
rship Quality	Denominator											Ν	Details
ď	Denominator											N	Details
	Denominator											N	Details
	Denominator											N	Details

**2.** The "QIP measures by member" and "Measure Data Source Details" Box will display.

	QIP – eRe	eports									
	O QIP Memb	er Reports									
lome											
ly QIP Scores		Sele							* & X		
P Measure Report			QIP measures b	y member: 💻							
Member Report			Member Name:								
nber Search			Member Id: DOB [Age]:								Furger Data
oad QIP Data			Gender: PCP:								Sources
ovider Performance				Measure_Name	Denominat	or Nume	rator	Outread	h		😤 Refrech 🛛 📓
t	QIP Result	CIN	QIP measures by member:	Cervical Cancer Screening	Yes	Yes		N/A		NewMember	
ily Count Report	Denominator		Note: This denominator list f to you in the eligible populat continuously enrolled for 11	or the selected measure does ion for the selected measure. out of 12 months of the QIP i	not apply continuous enrollment The denominator for your final measurement year.	nt criteria. This list inc QIP rate will only inc	ludes all curren lude members	t membe on this lis	rs assigned t	N	more
teorship Quality	Denominator		Measure Data S	ource Details						N	more
oard	Denominator		Measure_Name	Category	Measure Data Field	Measure Data Value	Data Source	Date	Trans By	Ν	more
	Denominator		Cervical Cancer Screening	Numerator	Date of Most Recent PAP Smear	08/12/2014	Claims	n/a	n/a	Ν	more
>	Denominator		Cervical Cancer Screening	Numerator	Date of Most Recent PAP Smear	11/12/2015	Claims	n/a	n/a	Ν	more
	Denominator									N	more
	Denominator									N	more
	Denominator									N	more
	Denominator									N	more
	Denominator		MemberMeasures.aspx?M=	}&MeasureId=79					4	N	more

You will see the following data:

**QIP measures by member:** Displays member information, i.e. name, Member ID/CIN Number, Age, Gender, and PCP Assignment.

In addition to the member information, you will find all the measures the member is eligible for and whether or not they have made it to your numerator.

**Measure Data Source Details:** This box will inform the sites where their data for the specific member is being captured from.

These fields specify why a member fell in the numerator and in the denominator:

- o Measure Name
- Category = QIP Result
- Measure Data Field = specific numerator compliant screening event
- Measure Data Value = specific date or value of the measure data field
- Data Source = specifically where the data element came from
  - Administrative Data Sources: Claims, Laboratory Data, Pharmacy Claims Data, and CAIR
  - eReports Indicates the data was manually uploaded by a provider. The following fields will populate in the following manner:
    - Data Source: eReports
    - Date: The date the data was uploaded into eReports
    - Trans By: Username (i.e. QIPmain)

1easure Data Source D	Details					* *
Measure_Name	Category	Measure Data Field	Measure Data Value	Data Source	Date	Trans By
Diabetes - HbA1C Good Control	Denominator	Diabetes - E119	03/13/2016	Claims	n/a	n/a
Diabetes - HbA1C Good Control	Denominator	ED - 99283	03/13/2016	Claims	n/a	n/a
Diabetes - HbA1C Good Control	Denominator	ED - Z7502	03/13/2016	Claims	n/a	n/a
Diabetes - HbA1C Good Control	Denominator	Diabetes - E1140	06/07/2016	Claims	n/a	n/a
Diabetes - HbA1C Good Control	Denominator	Outpatient - 99203	06/07/2016	Claims	n/a	n/a
Diabetes - HbA1C Good Control	Denominator	AcuteInpatient - 0121	11/20/2014	Claims	n/a	n/a
Diabetes - HbA1C Good Control	Denominator	AcuteInpatient - 99223	11/20/2014	Claims	n/a	n/a
Diabetes - HbA1C Good Control	Denominator	Diabetes - 25000	11/20/2014	Claims	n/a	n/a
Diabetes - HbA1C Good Control	Denominator	ED - 0450	11/20/2014	Claims	n/a	n/a
Diabetes - HbA1C Good Control	Denominator	ED - 99285	11/20/2014	Claims	n/a	n/a
Diabetes - HbA1C Good Control	Denominator	Outpatient - 99214	11/20/2014	Claims	n/a	n/a
Diabetes - HbA1C Good Control	Denominator	AcuteInpatient -	11/21/2014	Claims	n/a	n/a
Diabetes - HbA1C Good Control	Denominator	Diabetes - 25000	11/21/2014	Claims	n/a	n/a
Diabetes - HbA1C Good Control	Numerator	HBA1C Test Date	10/27/2015	eReports	12/15/2015	
Diabetes - HbA1C Good Control	Numerator	HBA1C Test Date	10/28/2015	LabData	n/a	
Diabetes - HbA1C Good Control	Numerator	Most Recent HbA1c test Value	6.900	eReports	12/15/2015	
Diabetes - HbA1C Good Control	Numerator	Most Recent HbA1c test Value	6.900	LabData	n/a	

For information on how to upload data into eReports, see Data Specifications and Templates

#### **Exporting the Denominator and Numerator List to Excel:**

- 1. Click the small Excel Icon or Export Data Sources Icon.
  - Small Excel Icon pulls only the denominator list without duplicates.
  - Export Data Sources pulls all the data reported for the member. The reports will display the member on multiple lines if data is received from multiple data source, i.e. claims, pharmacy, lab data, uploaded data, etc.

IP Site:	QIP – eRe	eports											1	€
Home	<b>O</b> QIP Membe	er Reports												
ly QIP Scores		Sel	lect a PCP:	Search for PCP										
P Measure Report		Select a m	neasure:	Cervical Cancer So	creening		•							
P Member Report				VNumerator V	Denominato	r Displ	ay Clea	r -						
Aember Search				Number of member	rs displayed f	or the se	elected mea	sure:	2921					
pload QIP Data													Export Dete Sources	
rovider Performance rt														
ily Count Report		Mem	nber First	Member Last	Member				Date of Most Recent	HPV test			💝 Refresh   📓	-
ecs & Templates	QIP Result	CIN Nam	ne	Name	Phone	Gender	DOB	Age	PAP Smear	date	РСР	NewMember		
nership Quality	Denomin											Ν	more	
Board	Denomin											N	more	
Q	Denomin											N	more	
lp	Denomin											N	more	

#### 2. Click Open

**Reminder:** Our site is compatible with both Internet Explorer and Google Chrome, the opening is slightly different. Below are screen shots from each browser.

#### Google Chrome

	QIP – eR	eport	8										
	QIP Memb	er Reports	s										
res			Select a PCP:	Search for PCP						•			
re Report		2	Select a measure:	Cervical Cancer	Screening		•						
er Report				Vumerator	Denominat	or Disp	ay Clea	ar					
arch				Number of memb	ers displayed	for the s	elected me	asure:	2921				
Data													Export Data Sources
erformance													🕏 Refresh   📓
t Report	QIP Result	CIN	Member First Name	Member Last Name	Member Phone	Gender	DOB	Age	Date of Most Recent PAP Smear	HPV test date	PCP	NewMember	
nplates	Denominator												more
Quality	Denominator												more
	Denominator												more
	Denominator												more
	Denominator												more
	Denominator												more
	Denominator												more
	Denominator												more
	Denominator												more
	Denominator												more
	Denominator												more
	Denominator												more
	Denominator										773MM 127042-00011		more

$\succ$	Intern	et Ex	plorer				
QIP Site:	QIP – eR	eports					Gr.
I Home	O QIP Memb	ber Reports					
TO NY OIP Scores			Select a PCP:	Search for PCP			
V my en stores		Se	lect a measure:	Cervical Ca	ancer Screening 🗸		
Let QIP Measure Report				V Numerator	Windows Internet Explorer		
네 QIP Member Report				_	What do you want to do with ScoreListExport.xls?		
🔟 Member Search				Number of r	r Size: 706 KB Type: Microsoft Excel 2003		
🚯 Upload QIP Data					From: ituat		Export Data Sources
Lal Provider Performance Report				_	Open     The file won't be saved automatically.		🕫 Refresh   📓
🔟 Daily Count Report	QIP Result	CIN	Member First Name	Member La Name	a → Save t HPV test date	PCP NewMember	
▲ Specs & Templates	Numerator				→ Save as	Ν	more
Partnership Quality DashBoard	Numerator				Cancel 08/29/2015	N	more
S FAQ	Numerator					Ν	more
Gð Help	Numerator					N	more

**Reminder:** Focus on uploading data for members who have a QIP Result of Denominator.

## **QIP Member Report**

This feature allows the user to export all measure denominators to one report with one click.

The QIP Member Reports will display the following data elements:

- No numerator data elements will be included.
- Data elements that will be included:
  - a) QIP Result
  - b) Measure Name
  - c) CIN #
  - d) Member First Name
  - e) Member Last Name
  - f) Member Phone
  - g) Gender
  - h) DOB
  - i) Age
  - j) PČP
  - k) New Member

#### How to export the report

- QIP eReports Code Level QIP Member Reports н не My OIP Scores Number of members displayed: 20744 Measure Report 💈 Refresh 丨 📓 Member Last Member Gender DOB CIN Member First Age PCP Measure Name NewMembe Member Report Cervical Cancer Screen er Search Cervical Cancer Screening d OIP Data Cervical Cancer Screening 🔟 Pi Cervical Cancer Screening <u>x</u> s rs & Tor Cervical Cancer Screening ership O 🜌 FAQ Cervical Cancer Screening Cervical Cancer Screening
- 1. Click the QIP Member Report on the tool bar.

#### 2. Click the "Export to Excel" icon.

QIP Site:	QIP – eRe	eports									🕪 Log Out
				00	ode Level QI	P Member	Report	s			
Home											
Hy QIP Scores		Number of r	nembers (	displayed: 20744							-
🔟 QIP Measure Report										🕏 Refresh   📓	<b></b>
🔟 QIP Member Report	QIP Result	Measure Name	CIN	Member First Name	Member Last Name	Member Phone	Gender	DOB A	ge PCP	NewMember	
Member Search	Numerator	Cervical Cancer Screening									
	Numerator	Cervical Cancer Screening									
C opioad Qir Data	Numerator	Cervical Cancer Screening									
Ltdl Provider Performance Report	Numerator	Cervical Cancer Screening									
📠 Daily Count Report	Numerator	Cervical Cancer Screening									
A Specs & Templates	Numerator	Cervical Cancer Screening									
Partnership Quality	Numerator	Cervical Cancer Screening									
DashBoard	Numerator	Cervical Cancer Screening									
S FAQ	Numerator	Cervical Cancer Screening									
🕼 Help	Numerator	Cervical Cancer Screening									

- 3. Open the File.
  - Reminder: Our site is compatible with both Internet Explorer and Google Chrome, the opening is slightly different.
- 4. The file will open in Excel.

## **Member Search**

This feature allows the user to input different search elements to locate some member information, all measures they are included in, and their QIP Result.

**Note:** This is the preferred feature to confirm your uploaded data was processed and applied toward your numerator for any measure. For information on how to upload data into eReports, see <u>Data Specifications</u> and <u>Templates</u>

#### How to run a search

1. Click Member Search on the tool bar.

QIP Site:	QIP – eReports							
			🕄 QIP Mer	nber Search				
III Home								
My QIP Scores	Membe	r CIN: Enter CIN						
🔟 QIP Measure Report	Membe	r SSN: Enter SSN		Search Criter	a:			
🔟 QIP Member Report	First	Name: Enter First Name		1. CIN (e.g. 12 2. SSN (e.g. 99 3. Last Name a	145678A9) 199999999) nd First Name			
🔟 Member Search	Last	Name: Enter Last Name		4. Last Name a 01/01/2017)	nd Date of Birth (e.g DOB			
🔇 Upload QIP Data	Search Mem	ber Clear						
네 Provider Performance Report	Search Results							
🔟 Daily Count Report	Member CIN	Member First Name	Member Last Name	Member DOB	Member SSN	Gender	Z Refresh	3
A Specs & Templates	Search for Members	member rust tune			member solv	Gender	, cr beaus	
Partnership Quality DashBoard							💝 Refresh	2
S FAQ								
C Help								

- 2. Enter any of these criteria:
  - CIN (without hyphens e.g. 12345678A9) or
  - SSN (without hyphens e.g. 999999999) or
  - First Name and Last Name or
  - Last Name and Date of Birth (DOB) (as MM/DD/YYYY)

Note: Any combinations outside of the list above will return no results.

3. Click the Search Member Button

4. Click the "Details" link in the Details on the far right of the screen.

	QIP – eReports							⊕ Log
			() QIP N	lember Search				
IP Scores	Memb	Ser CIN: Enter CIN						
feasure Report	Memb	er SSN: Enter SSN		Search Crite	eria:			
leasure Report	First	: Name: Enter First Name		1. CIN (e.g 1 2. SSN (e.g.	1. CIN (e.g 12345678A9) 2. SSN (e.g. 9999999999) 3. Last Name and First Name 4. Last Name and Date of Birth (e.g DOB			
lember Report	Last	: Name: Enter Last Name		3. Last Name 4. Last Name				
ber Search	Date o	of Birth:		01/01/2017)				
id QIP Data	Search Mer	nber Clear						
der Performance	Search Results							🕈 Bafaash   🕅
		Mambas Cast Name	Member Last Name	Member DOB	Member SSN	Gender	PCP	Details
Count Report	Member CIN	Weinder First Walle					12245	Details
Count Report & Templates	Member CIN 12345678A9	Robert	Smith	1/13/2013	99999999999	M	12345	
Count Report	Member CIN 12345678A9	Robert	Smith	1/13/2013	99999999999	М	12343	🖇 Refresh 🛛 📓
Count Report & Templates ership Quality rd	Member GN 12345678A9	Robert	Smith	1/13/2013	9999999999	М	12345	🕏 Refresh   選
Count Report & Templates ership Quality rrd	Member CIN 12345678A9	Robert	Smith	1/13/2013	9999999999	М	12343	🕏 Refresh   👿

- 5. The QIP Measure by Member box will appear.
  - Data Element Meaning in the table
    - "Exclusion" in the Denominator or Numerator column indicate the member has been excluded from the measure(s).
    - Yes, indicates the member is included in either the denominator, numerator, or both.
    - No, indicates the member is not numerator compliant for that specific measure.
  - Note: If the QIP measure by member is blank, this indicates the member is not in any denominator, but is assigned to your site.

QIP measures by	y member: 💻						
Member Name:							
Member CIN:							
DOB [Age]:							
Gender:							
PCP:							
	Measure_Name	Numerator					
	Cervical Cancer Screening	Exclusion	Exclusion				
	Monitoring for Patients on Persistent Medications	Exclusion	Exclusion				
QIP measures by member:	Diabetes - HbA1C Good Control	Yes	No				
	Diabetes – Retinal Eye exam	Yes	No				
	Diabetes – Nephropathy	Yes	Yes				
	Controlling High Blood Pressure	Ves	No				

### **Data Specifications and Templates**

The submission templates are a means for providers to upload supplemental data to the eReports system. On this page you can find the excel templates required to upload data to eReports for each clinical measure. Each measure has it owns unique template and set of numerator compliant data elements.

**Reminder:** Focus on uploading data for members who have a QIP Result of Denominator.

#### How to download a template for a selected measure



1. Click Specs & Templates on the tool bar.

- 2. Click on the drop down arrow on the Select a Measure box.
- > **Note:** Each measure has its own unique template and data elements for numerator compliance. For more information see How to prepare your template for upload

				🕪 Log Out
QIP Site:	QIP – eReports			
	A			
II Home	0			
(D) My OIR Scores				
<ul> <li>my qir scores</li> </ul>				
Lal QIP Measure Report	Select a Measure:	Select a Measure	Display	
HI OIR Member Report	QIP Specifications for the selected measure:	Cervical Cancer Screening		
	Download this template to upload data for the selected measure:	Well Child		
🕍 Member Search	Data unload file format definitions for the selected measure:	Nutrition Counseling		
Upload OIP Data		Physical Activity Counseling		
		Diabetes - Nephropathy		
Lat Provider Performance		Childhood immunization - DTap		
Report		Monitoring for Patients on Persistent Medications		
🔟 Daily Count Report		Diabetes - HbA1C Good Control		
		Colorectal Cancer Screening Asthma Care		
A specs & templates		Childhood Immunization-MMR		
Partnership Quality				
DashBoard				
🗃 FAQ				
LZ Help				

3. Displayed will be the QIP Specifications, Template, and File Format definitions links.

QIP Site:	QIP – eReports		
III Home	• Specs and Templates		
Wy QIP Scores			
📠 QIP Measure Report	Select a Measure:	Cervical Cancer Screening	
Lal QIP Member Report	QIP Specifications for the selected measure:	Click here	
🖽 Member Search	Download this template to upload data for the selected measure:	Click here	
🚯 Upload QIP Data	Data upload file format definitions for the selected measure:	Click here	
Let Provider Performance Report			
🔤 Daily Count Report			
▲ Specs & Templates			
Partnership Quality DashBoard			
S FAQ			
C# Help			

4. Click the 2<sup>nd</sup> link – Download this template to upload data for the selected measure.

	QIP – eReports		( <del>*</del>
Ноте	Specs and Templates		
My QIP Scores			
QIP Measure Report	Select a Measure:	Cervical Cancer Screening	
PiP Member Report	QIP Specifications for the selected measure:	Click here	
Aember Search	Download this template to upload data for the selected measure:	Click here	
Jpload QIP Data	Data upload file format definitions for the selected measure:	Click here	
rovider Performance ert			
aily Count Report			
Daily Count Report pecs & Templates			
Daily Count Report pecs & Templates artnership Quality hBoard			
Daily Count Report pecs & Templates artnership Quality Bioard			

- 5. Open the File. **Reminder:** Our site is compatible with both Internet Explorer and Google Chrome, the opening is slightly different.
- 6. The file will open in Excel.

#### How to prepare a template for a selected measure

Reminder: Focus on submitting data for members who have a QIP Result of Denominator.

- 1. Download the template for the selected measure.
  - Please refer to <u>How to download a template for a selected measure</u> on how to download the template.

- 2. Please follow the "Upload Instructions for Numerator Compliance" located on the right side of each template. Below is an example of the Cervical Cancer Screening template.
  - Note: Enter data as indicated in the column headings, i.e. MM/DD/YYYY. If the formatting is changed, the data will look like it has been accepted but actually will not be processed and applied toward the numerator.
  - IMPORTANT NOTE: eReports is very sensitive to how the data is entered on the template.
    - **DO NOT** change the cell formats.
    - ALWAYS USE Paste Special and select values to ensure cell formatting is not changed by accident from pasting and only the values are pasted into the template.
  - Upload templates can be found in <u>eReports</u>.

	A	В	с	D	E F G H I J K L M
1	Member CIN (12345678A9)	PAP Smear Collection Date (mm/dd/yyyy)	HPV Collection Date (mm/dd/yyyy)	Date of "Total", "Complete", or "Radical" Hysterectomy (mm/dd/yyyy)	Upload Instructions for Numerator Compliance:
2					<ol> <li>Identify and enter the following information in the appropriate column:</li> </ol>
3					2. rachtary and criter the ronorming mornitation in the uppropriate column
4					Women 24-64 years of age who had a cervical cytology during the measurement
5					year of two years prior to the measurement year:
6					<ul> <li>Member CIN (12345678A9)</li> </ul>
7					AND
8					PAP Shear Collection Date (mm/dd/yyyy)
9					Women 30-64 years of age who had a cervical cytology and human
10					papillomavirus (HPV) test on the same date of service during the measurement
11					year or four years prior to the measurement year and who were 30 years or
12					older on the date of both tests:
13					Member CIN (12345678A9)
14					AND
15					PAP Smear Collection Date (mm/dd/yyyy) AND
16					HPV Collection Date (mm/dd/yaay)
17					, in testector bace (initial (11))
18					Exclusions:
19					<ul> <li>Member CIN (12345678A9)</li> </ul>
20					AND
21					Date of "Total", "Complete", or "Radical" Hysterectomy Date
22					(mm/dd/yyyy)
23					<ol> <li>Save the file to your desition or other preferred location</li> </ol>
24					Er one me to your desitop of other preferred location
25					Important Notes:
26				-	*Enter data as indicated in the column headings, i.e. MM/DD/YYYY. If the
2/					formatting is changed, the data could appear to be accepted and not reflected in
28					your numerator.
29					*Acceptable file types: Excel 97-2003 Workbook (.xls) or Excel Workbook (.xlsx).
30					*Always confirm your uploaded data is reflected in your numerator within 24-48
31					nours.
32					**Uploaded data is subject to an annual audit. Medical Record must be present
33					in the patient's chart.**
34					
35					

3. Save the file to your desktop or other preferred location. **Important Note:** Acceptable file type: Excel 97-2003 Workbook (.xls) 4. If this box appears after clicking save, please click Continue.



5. Proceed to the next section "Upload QIP Data".

## **Other helpful links**

QIP Site:	QIP – eReports		🕪 🛛 Log Out
II Home	G Specs and Templates		
My QIP Scores			
🔟 QIP Measure Report	Select a Measure:	Cervical Cancer Screening	
Let QIP Member Report	QIP Specifications for the selected measure:	Click here	
🔟 Member Search	Download this template to upload data for the selected measure:	Click here	
🚯 Upload QIP Data	Data upload file format definitions for the selected measure:	Click here	
Lat. Provider Performance Report			
🔟 Daily Count Report			
👗 Specs & Templates			
Partnership Quality DashBoard			
🗃 FAQ			
C# Help			

You can find the following information within the links:

**QIP Specification** – Click the link to view the Primary Care Provider Quality Improvement Program (QIP) Measurement Specifications. Here is the web link: <a href="http://www.partnershiphp.org/Providers/Quality/Pages/PCPQIPLandingPage.aspx">http://www.partnershiphp.org/Providers/Quality/Pages/PCPQIPLandingPage.aspx</a>

**Download this template to upload data for the selected measure** – Click on this link to download the excel template you need to upload data for the selected measure. Upload templates can be found in <u>eReports</u>.

**Data upload file format definitions for the selected measure** – The "Guide to Submission" is a document that communicates to providers which data elements they should upload to which columns in the submission templates. The 2023 eReports guide to submission can be found below:

## 2023 eReports Guide to Submission

Logic 💌	Measure 💌	Data Element 1 💌	Data Element 2 💌	Data Element 3 💌	Data Element 4 🛛	Data Eler 🔻	Data Elem 🔻	Data Eler 🔻	Data Elem	Data Elen	Data Element 1	Data Elemer	Data Eleme	Data Elem	Data Element 14
1&2	Attestations	Service Provider #	Attestation Date												
1&2	Advance Directive/POLST	Service Provider #	Date of Advance Directive OR POLST												
1 or 2 or (3 & 4)	Breast Cancer Screening	Mammography Date	Bilateral Mastectomy Date	Left Unilateral Mastectomy Date	Right Unilateral Mastectomy Date										
1 or 2 or 3	Cervical Cancer Screening	Cervical Cytology Date	HPV Test Date	Hysterectomy Date											
1 or 2 or 3 or 4 or 5 or 6 or 7 or 8 or 9 or 10 or 11 or 12 or 13 or 14	Childhood Immunization Status Combo 10	DTap Date	IPV Date	MMR Date	HiB Date	Hepatitis B Date	History of Hepatitis Illness Date	Measles Vaccine /Illness Date	Mumps Vaccine /Illness Date	Rubella Vaccine /Illness Date	Pneumococcal Conjugate Date	VZV Vaccine /Illness	Hepatitis A Date	Rotavirus Date	Influenza Date
1 or 2 or 3 or 4 or 5 or 6 or 7	Colorectal Cancer Screening	FOBT Date	Flexibile Sigmoidoscopy Date	Colonoscopy Date	CT Colonography Date	FIT - DNA Date	Colorectal Cancer Datre	Total Colectomy Date							
1&2&3	Controlling High Blood Pressure	Most Recent BP Date	Systolic	Diastolic											
(1 & 2) or 3	HbA1c Good Control	Most Recent HbA1C Test Date	Most Recent HbA1C Test Value	Date of Gestational Diabetes or Polycystic Ovarian Syndrome or											
1 or 2 or 3 or 4 or 5	Immunizations for Adolescents	Meningoccocal Vaccine Date	TDaP Vaccine Date	HPV # 1 Vaccine Date	HPV # 2 Vaccine Date	HPV #3 Vaccine Date									
1 or 2 or 3 or (4 & 5) or 6	Retinal Eye Exam	Date of Retinal or Diliated Eye Exam	Date of Negative Retinal Eye Exam	Bilateral Eye Enucleation Date	Left Unilateral Eye Enucleation Date	Right Unilateral Eye Enucleatio n Date	Date of Gestational Diabetes or Polycystic Ovarian Syndrome or Steroid- Induced Diabetes								
1	Child and Adolescent Well-Care Visits	Most Recent Well Child Visit Date													
1	Well-Child Visits in the First 15 Months of Life	Most Recent Well Child Visit Date													

## Upload QIP Data

When you are ready to submit QIP data, follow the steps below to upload your file. It is very important to remember that eReports will not allow you to upload data with errors. You must always fix errors in the data before the data is successfully uploaded and included in your list of numerators. The steps below tell you how the system will let you know your data has errors that need to be fixed.

**Note:** Please see <u>Data Specification and Templates</u> for the instruction how to download and complete your data template.

## Important Note: Uploaded data is subject to an annual audit. Medical Record must be present in the patient's chart.

#### How to upload the data for a selected measure



1. Click Upload QIP Data on the tool bar.

2. Click on the drop down arrow on the <u>Select a Measure</u> box and chose the measure.

QIP Site:	QIP – eReports			⊕ Log Out
II Home	🕄 Upload QIP Data			
My QIP Scores	Select a measure:	Select a Measure		
🔟 QIP Measure Report	*Asthma measure does not require an **Controlling High Blood Pressure me	Select a Measure Cervical Cancer Screening	by claims. . Please submit the most recent BP reading to eReports at that time.	
🕍 QIP Member Report		Well Child Immunization for Adolescents		
🕍 Member Search		Nutrition Counseling Physical Activity Counseling		
🚯 Upload QIP Data		Diabetes – Retinal Eye exam Diabetes – Nephropathy		
Let Provider Performance Report		Childhood immunization – DTap Monitoring for Patients on Persistent Medications		
🔟 Daily Count Report		Diabetes - HbA1C Good Control Colorectal Cancer Screening		
▲ Specs & Templates		Childhood Immunization-MMR		
Partnership Quality DashBoard				
E FAQ				
C2 Help				

3. Click the "Choose File" button.

QIP Site:	QIP – eReports
	🔁 Upload QIP Data
III Home	
My QIP Scores	Select a measure: Cervical Cancer Screening Y
🔟 QIP Measure Report	Select a file to Upload: Choose File No file chosen
Let QIP Member Report	
🕍 Member Search	Proview Clear
🕚 Upload QIP Data	*#Controlling High Blood Pressure upsaure uploads to expect a must here in the provided and the provided and the provided to t
Lat. Provider Performance Report	
🔟 Daily Count Report	
Å Specs & Templates	
Partnership Quality DashBoard	
🗃 FAQ	
Gf Help	

- Locate your saved template.
   Select the File
- 6. Click Open

📀 Open			X
🖉 🗢 📃 Desktop 🔸		✓ 4 Search Desktop	٩
Organize 🔻 New folder			0
<ul> <li>★ Favorites</li> <li>■ Desktop</li> <li>Downloads</li> <li>™ Recent Places</li> <li>Cibraries</li> </ul>	▲ Name	Size Item type	H
<ul> <li>Documents</li> <li>Music</li> <li>Pictures</li> <li>Videos</li> <li>Computer</li> <li>Local Disk (C:)</li> </ul>	Physicalactivitycounseling	31 KB Microsoft Excel 97	
File <u>n</u> ame: Physi	+ + III		•

#### 7. Click the Preview button.

QIP Site:	QIP – eReports
II Home	O Upload QIP Data
My QIP Scores	Select a measure: Cervical Cancer Screening
Lal QIP Measure Report	Select a file to Upload: Choose File Cervicalcancerscreen - 082916.xls
Lall QIP Member Report	
🕍 Member Search	Preview Clear     *Asthma massure does not remuine any manual unback to a Penorts. This massure is driven by claims.
🚯 Upload QIP Data	**Controlling High Blood Pressure measure uploads to eReports is frozen until April 1, 2016. Please submit the most recent BP reading to eReports at that time.
Lat. Provider Performance Report	
🔟 Daily Count Report	
A Specs & Templates	
Partnership Quality DashBoard	
S FAQ	
C8' Help	

- 8. Your uploaded data and any errors will be displayed in the table. The system will notify you of the following errors:
  - If the date of a service rendered is in the future
  - If a required field is missing
  - If a value is outside the specification value range
  - If the format of the value is incorrect

#### **Button Definitions:**

View data with no errors – Click this button to view the data that will be successfully uploaded View data with errors – Click this button to only view data with errors Upload data with no errors – Click this button to upload all error free data. Cancel Upload – Click this button to cancel the upload

	QIP – el	Reports					
	🕄 Upload C	QIP Data					
ome							
QIP Scores	Select a measure:		Cervical Cancer Screening				
P Measure Report	Selected File:		Cervicalcancers	Cervicalcancerscreen - 082916.xls			
	View	data with no errors		View data with	errors	Upload data with no errors	Cancel Upload
Member Report						<b>_</b>	Showing total 10 records.
mber Search	CIN	Date of Most Ree	ent PAP Smear	HPV test date	Date of Hysterectomy	Error	
		08/29/2016					
oad QIP Data		07/28/2015				Validation failed for Member CIN. The given C	N number is not valid.
vider Performance		08/15/2016		08/16/2016		Dates for Most Recent PAP Smear and HPV tes	t date should be same.
		08/01/2016		08/01/2016			
					07/01/2016		
y Count Report		06/30/2016					
s & Templates		08/30/2016		08/30/2016			
					08/30/2016		
nership Quality ard		07/15/2016		07/15/2016			
	-	07/22/2016		07/22/2016	08/29/2016		
	*Asthma m	easure does not requir	e any manual uploa	ds to eReports. This m	easure is driven by claims.		
	**Controllin	ng High Blood Pressure	measure uploads to	eReports is frozen u	ntil April 1, 2016. Please subr	mit the most recent BP reading to eReports at	that time.
P							

- Click "Upload data with no errors" button.
   IMPORTANT: Only the data with no errors will get successfully uploaded displayed in black. The data showing in red will not get uploaded until the errors are corrected on your template and re-uploaded.
- 10. The notice of successful upload will be displayed.

QIP – eRep	orts				
Opload QIP Da	ta				
		The file	was successfully uploaded to the system.		
Select a measure: Selected File:	ith po orrors	Cervical Cancer Screening Cervicalcancerscreen - 082916.xls	v Liplosi	data with no orrors	Capital Lipland
view data w	ianto entors	view data with en	opioad	tata with no errors	Showing total 8 record
CIN	Date o	f Most Recent PAP Smear	HPV test date	Date of Hysterectomy	Error
	08/29/	2016			
-	08/01/	2016	08/01/2016		
-				07/01/2016	
	06/30/	2016			
-	08/30/	2016	08/30/2016		
-				08/30/2016	
_	07/15/	2016	07/15/2016		
	07/22/	2016	07/22/2016	08/29/2016	
*Asthma measure	does not require	any manual uploads to eReports. This measure	ure is driven by claims.		
**Controlling High	n Blood Pressure i	measure uploads to eReports is frozen until	April 1, 2016. Please submit the most re	cent BP reading to eReports at th	at time.

Once your file is successfully loaded, pyour uploaded data is reflected in your numerator within seven business days. If not reflected in your score, please contact the QIP project team at <u>QIP@partnershiphp.org</u>.

#### How to confirm you upload processed

Once your file is successfully loaded, your uploaded data is reflected in your numerator within seven business days. If not reflected in your score, please contact the QIP project team at <u>QIP@partnershiphp.org</u>. There are a couple of different methods to confirm your upload processed and applied to your numerator.

If you only want to see the member is numerator compliant, yes or no, please see the <u>Member Search</u> section.

#### **Weekly Count Report**

This report is visual graphical display of your performance on all measures tracked in eReports. This report displays your current numerator and denominator for the day you have accessed eReports.



## Help

This page has links to various helpful web links.

QIP Site:	QIP – eReports
	<b>O</b> Help
My QIP Scores	HELP:
🔟 QIP Measure Report	Please click <b>here</b> for the eReports User Manual
네 QIP Member Report	
🚯 Upload QIP Data	Visit the PCP Quality Improvement Program (QIP) Web Page For all questions related to the QIP, please email QIP@partnershiphp.org
Lat. Provider Performance Report	
Jaily Count Report	
Partnership Quality DashBoard	
🗃 FAQ	
C2 Help	

On this page you will find the web links to the following:

- eReports User Manual
- PCP Quality Improvement Program (QIP) Web page
- QIP Team email address