Completing the CCO Data Proposal in the CQMR

Contents

Introduction

The Data Proposal is an outline of a CCO's planned data submission for the program year. This document is a step-by-step guide for a CCO to submit its Data Proposal to OHA using the CQMR webform. The following steps assume the CCO has completed onboarding and assigned the appropriate roles to its users. For more information about roles, visit the CQMR Resources page.

In the CQMR, users will see Data Proposals for CCO(s) with which they have a TIN association, meaning the user account created in OneHealthPort is either registered under or affiliated to the CCO. Users cannot create or access Data Proposals for CCOs with which they do not have a TIN association.

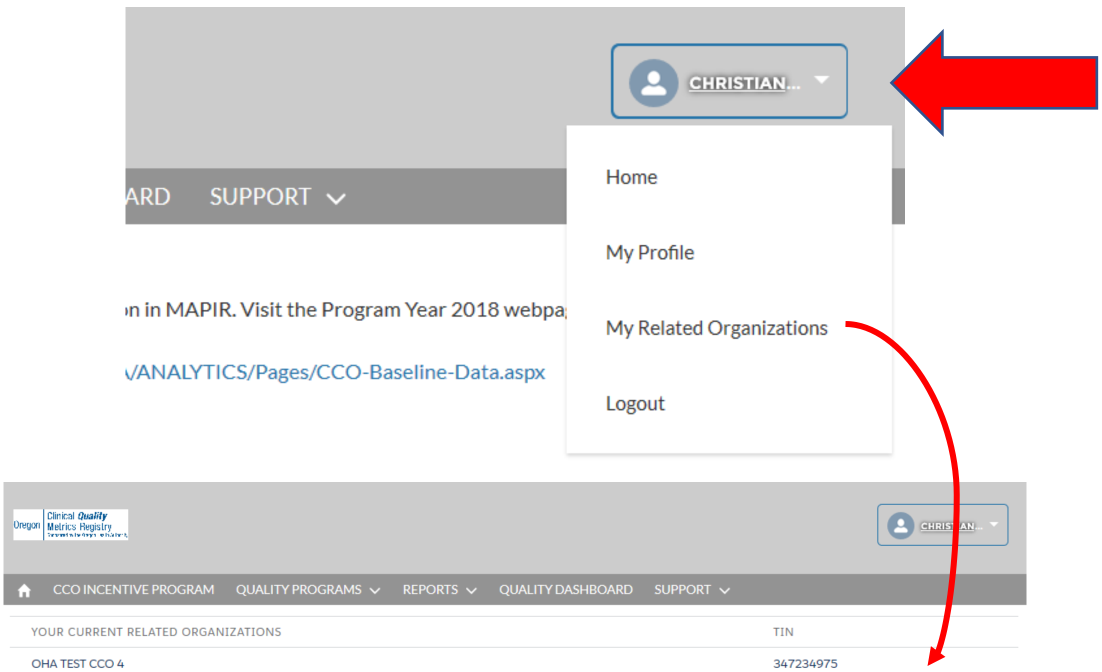
The Data Proposal contains the fields listed in this Appendix. Organization and practice information will be selected from a lookup table. If needed, users can manually enter information for providers reporting at the individual provider level.

Users can edit a Data Proposal as needed before the final CCO review process. When the Data Proposal is complete, a CCO Admin (a user with a Quality Reports and Data Entry + OneHealthPort Administrator role) will do final review and, once satisfied with the Data Proposal, submit it for OHA approval.

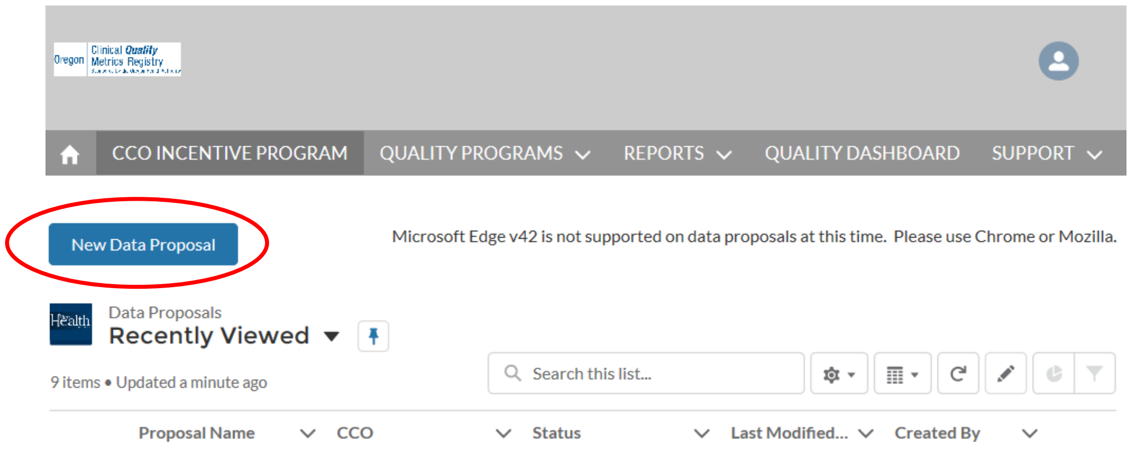
Creating a New Data Proposal

These first steps create a new data proposal, in preparation to add and edit reporting information. These steps can be done by a CCO user with a Quality Reports and Data Entry or a CCO Admin role.

> ***TIP:*** *Unsure what organization(s) your user account is associated with? You can find this information in your profile. In the top right corner of the CQMR portal, you will see your name with a drop-down arrow. Click the drop-down and select "my related organizations." You will see a screen with the organization(s) you are associated with and their Tax ID Numbers (TINs).*

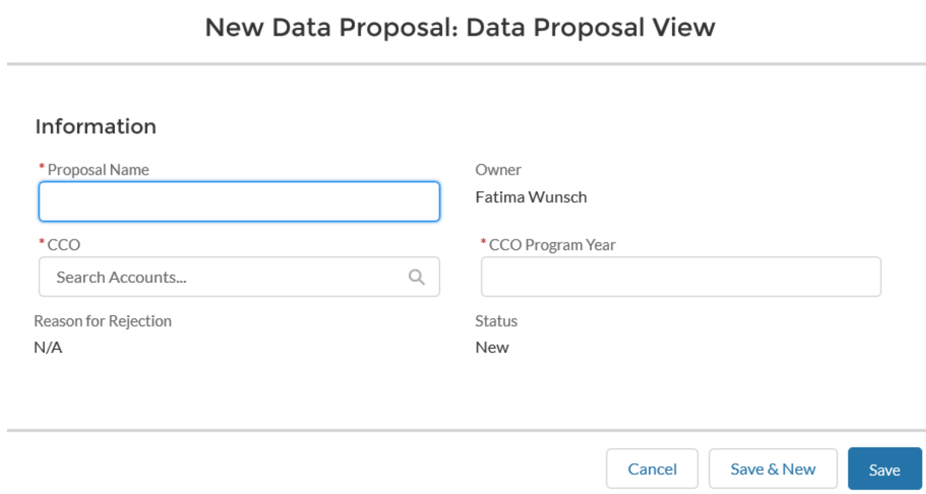


1. From the CQMR's OneHealthPort single sign-on page, log into the CQMR. From the CQMR home screen, in the top toolbar, click on "CCO Incentive Program."
2. To create a new Data Proposal, click the "New Data Proposal" button.

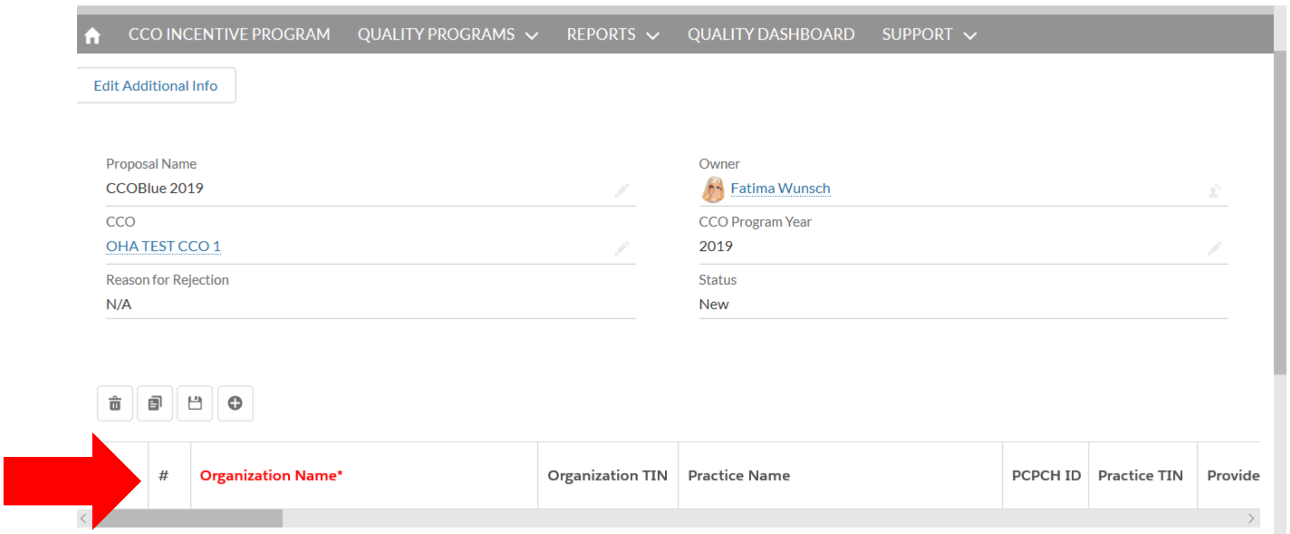


3. In the pop-up screen, fill out the required fields – Proposal Name, CCO, and Program Year – and then click Save at the bottom right.

   TIP: *Our suggested naming convention is [CCO Name] [Program Year]. For example, a data proposal for CCOBlue for 2019 would be "CCOBlue 2019."*



4. After you save, new fields will open where you can add and enter reporting information, as described in the next section.

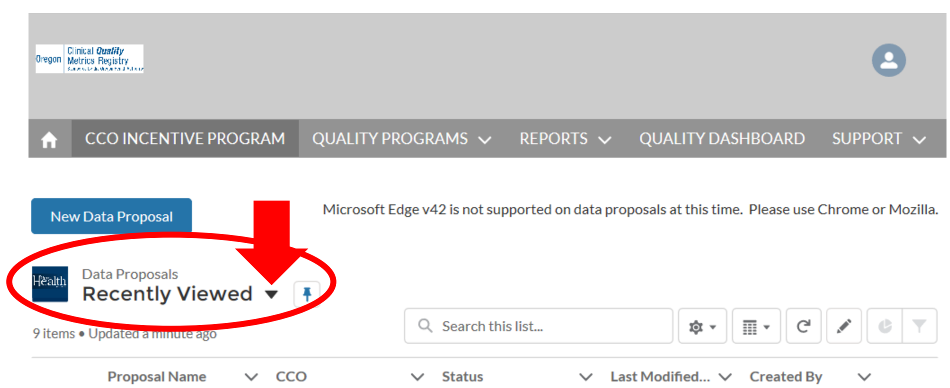


Adding and Editing Information about Reporting

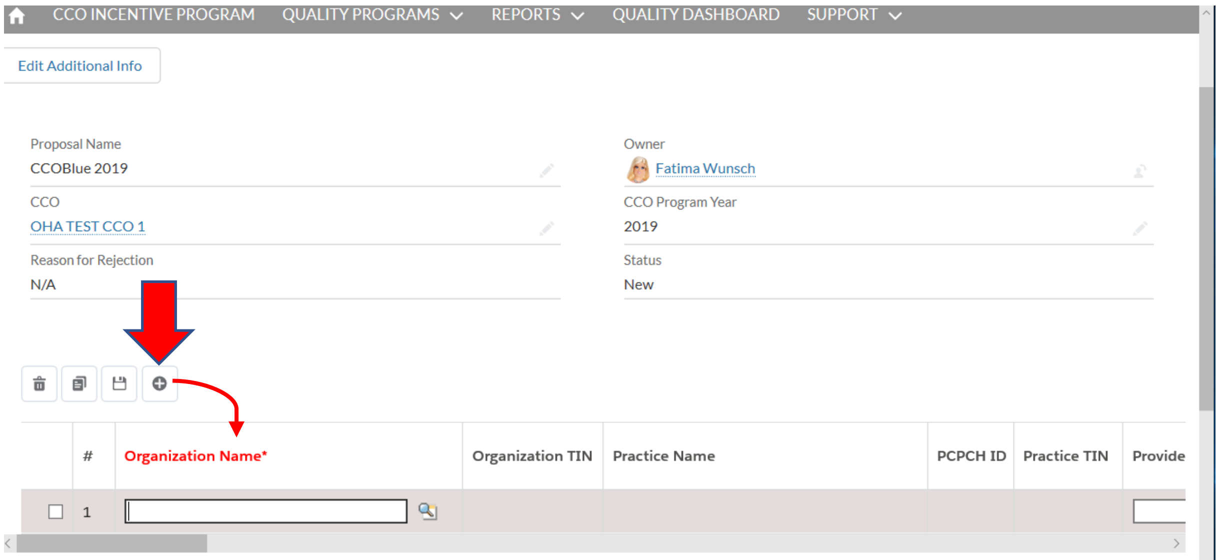
After the Data Proposal is created as described above, multiple CCO users can edit it. A CCO user with a Quality Reports and Data Entry or CCO Admin role can log in, select the data proposal, enter information about the CCO's reporting, and edit information as needed, following the steps below.

1. From the CQMR's OneHealthPort single sign-on page, log into the CQMR. From the home screen, in the top toolbar, click on "CCO Incentive Program" and use the search and filter functions to navigate to the Data Proposal.

2. Select the Data Proposal you want to work on. If you don't see the proposal, click the down arrow and change your view from "Recently Viewed" to "View All."

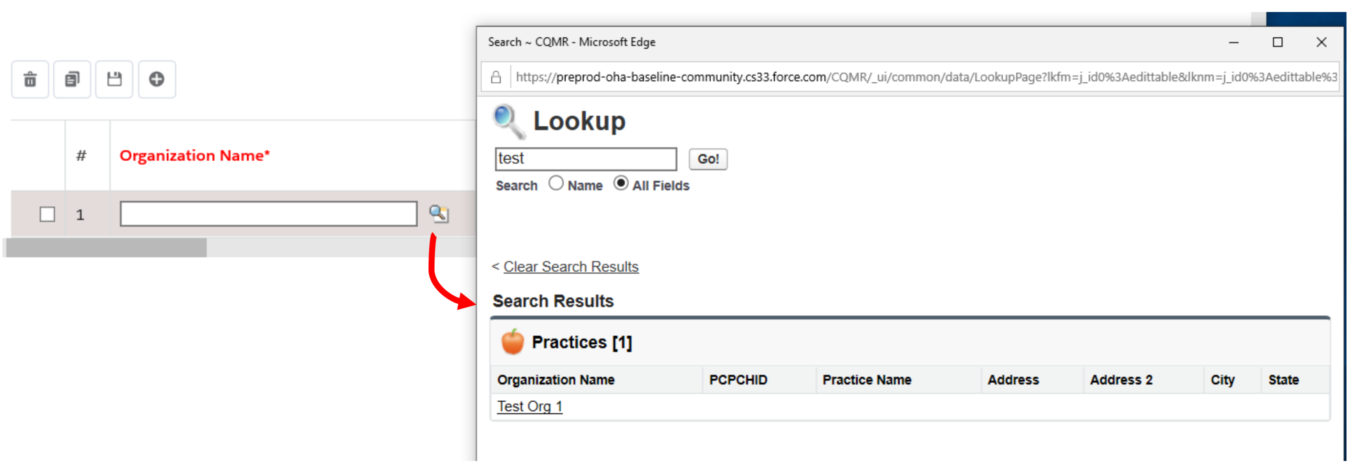


3. After opening the Data Proposal, click the Add Entry button (the plus sign) to add a row. Please note that only 1 row may be added at a time.



4. Click the spyglass to select an organization (e.g., a health system with multiple clinics) or a practice (a single clinic, whether independent or part of a larger system). A pop-up window will appear. You can search by organization name or click “All Fields” to search by other fields, such as PCPCH ID or the city where the organization or practice is located.

   TIP: *For more information about the rostering process used to populate the lookup table, see [this FAQ](#).*



5. Click on an organization or practice to select it. After you select an organization or practice, you will be returned to the screen to finish entering data in the row.

   TIP: *Additional information from the lookup table will appear in the webform after you save.*

Level of data aggregation	Steps	What you will see in the webform after saving it
Organization	• Using the spyglass lookup, select the organization	• Organization and Organization TIN will populate. • Practice Name, PCPCH ID, and Practice TIN will be grayed out.
Practice	• Using the spyglass lookup, select the practice	• Organization, Organization TIN, Practice Name, PCPCH ID, and Practice TIN will populate.
Provider	• Using the spyglass lookup, select the provider's practice. • Manually enter information in Provider Name and Provider NPI fields.	• Organization, Organization TIN, Practice Name, PCPCH ID, and Practice TIN will populate. • The fields for Provider Name and Provider NPI can be completed and edited.

Example: Practice selected but row not yet saved

	#	Organization Name*	Organization TIN	Practice Name	PCPCH ID	Practice TIN	Provider Name
☐	1	The Portland Clinic					

Example: Practice selected and row saved (TINs redacted)

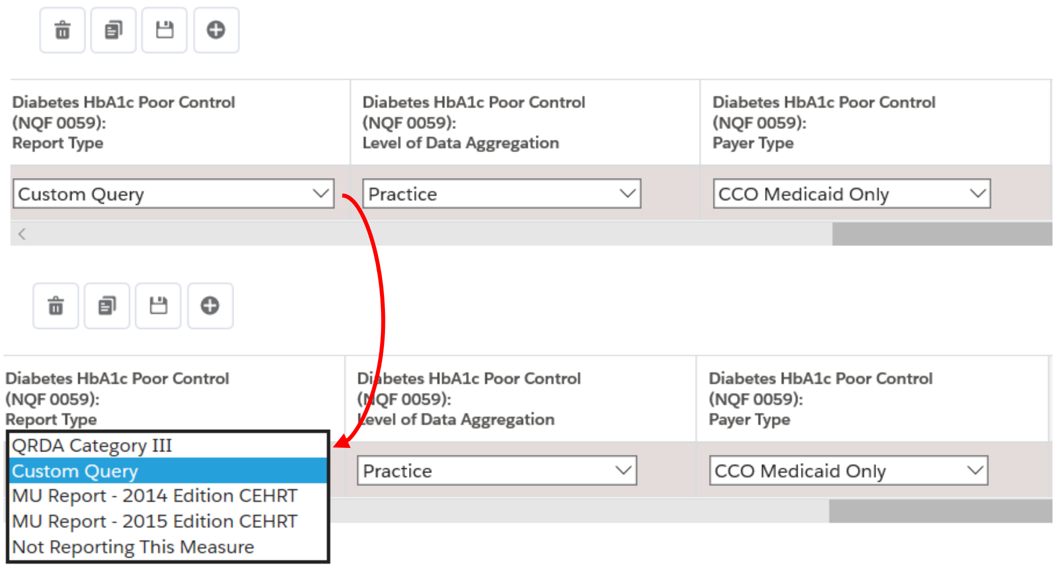
	#	Organization Name*	Organization TIN	Practice Name	PCPCH ID	Practice TIN	Provider Name
☐	1	The Portland Clinic	[redacted]	The Portland Clinic - Beaverton	50209	[redacted]	

6. If reporting at the individual provider level, manually enter the Provider Name and Provider NPI. <u>If you are reporting at the organization or practice level, leave the provider fields blank.</u>

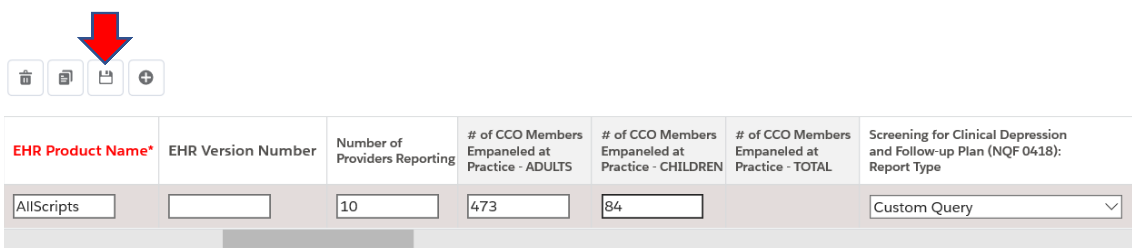
7. Scroll across and enter the information about the EHR, number of providers reporting, # of CCO members empaneled at the practice, and reporting parameters for each measure.

   TIP: *The reporting parameters information defaults to the most common reporting scenario, where data is reported using custom query, at the practice level, for CCO Medicaid only. To change from the default, use the down arrow. If you select "Not Reporting" for Report Type, the level of data aggregation and payer type fields also will automatically set to "Not Reporting" when you save the Data Proposal.*

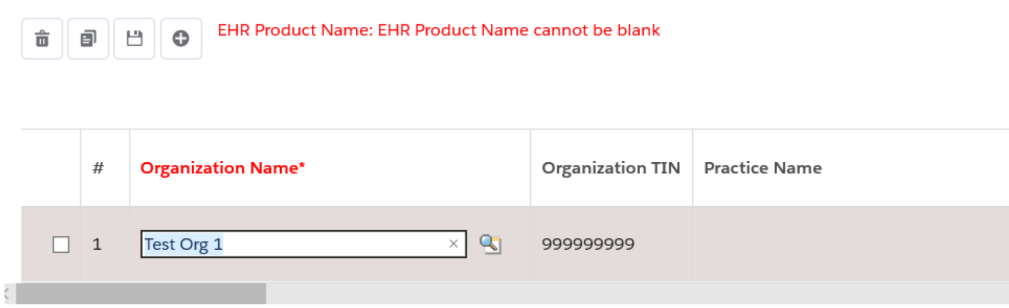
   <u>The reporting parameters in your Data Submission will need to match your Data Proposal.</u>



8. Click Save Entries (disc image) button.

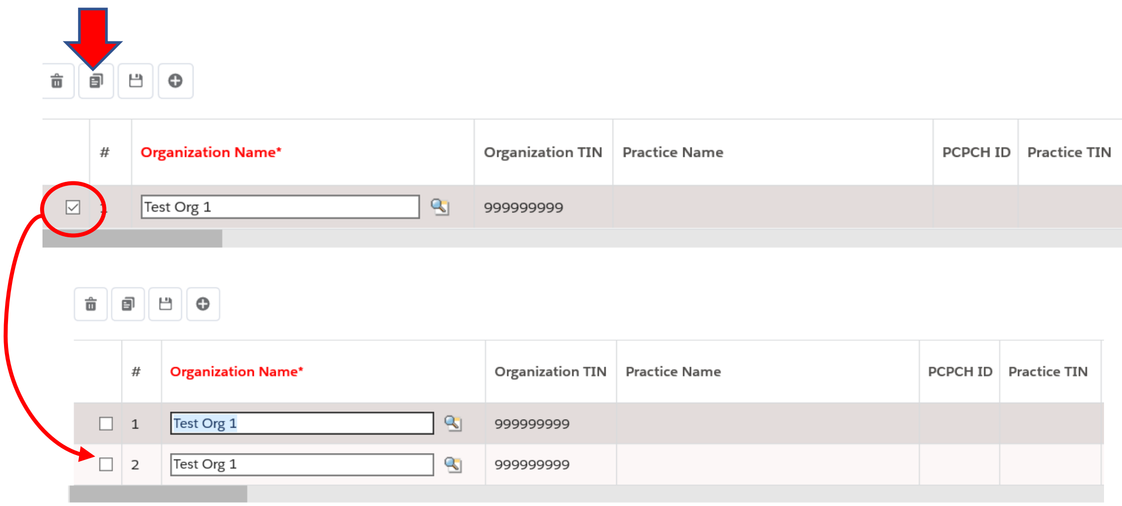


TIP: If you click save before selecting an organization and adding the EHR name, you will see an error message, as shown below. When you click the Copy or Add Entries buttons, your previous entries are automatically saved, so you may see the same error message.

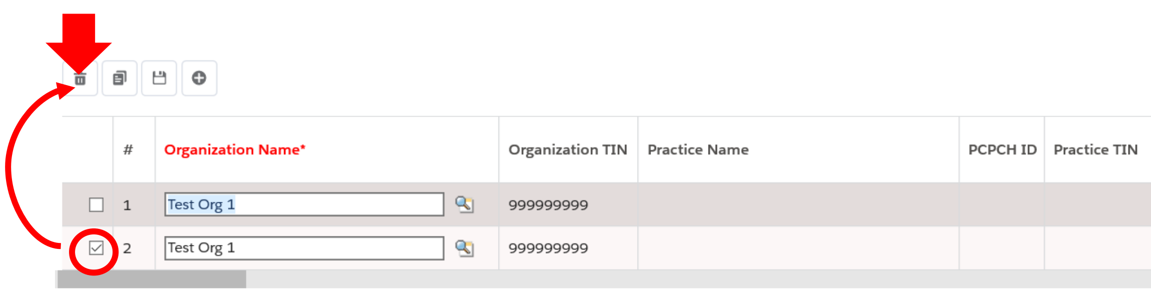


9. Repeat Steps 3-9 as needed to add information for all organizations, practices, and providers to be included in your Data Proposal. Note tips below about copying and deleting rows.

TIP: *You can copy a row of information. Click the box next to the row you wish to copy and then click the Copy (duplicate page icon) button.*



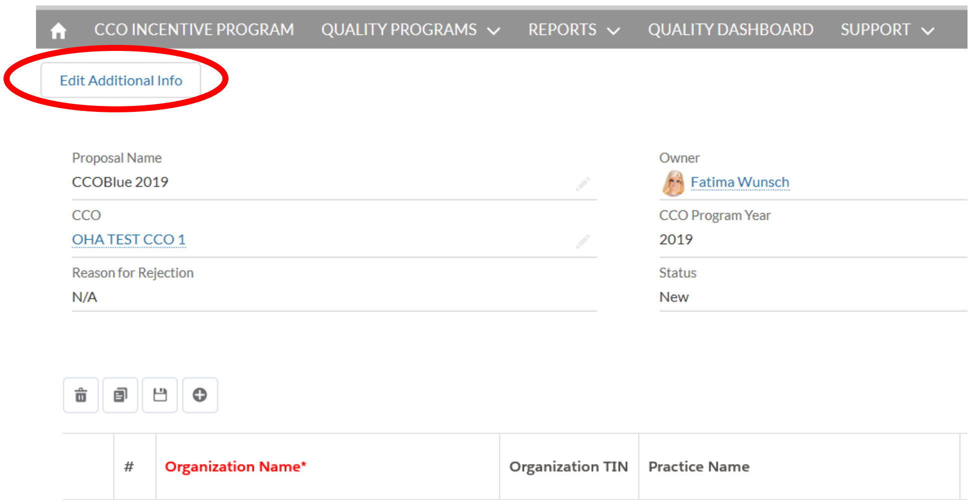
TIP: *You can delete a row of data by selecting the row using the checkbox and then clicking the Delete (garbage can icon) button.*



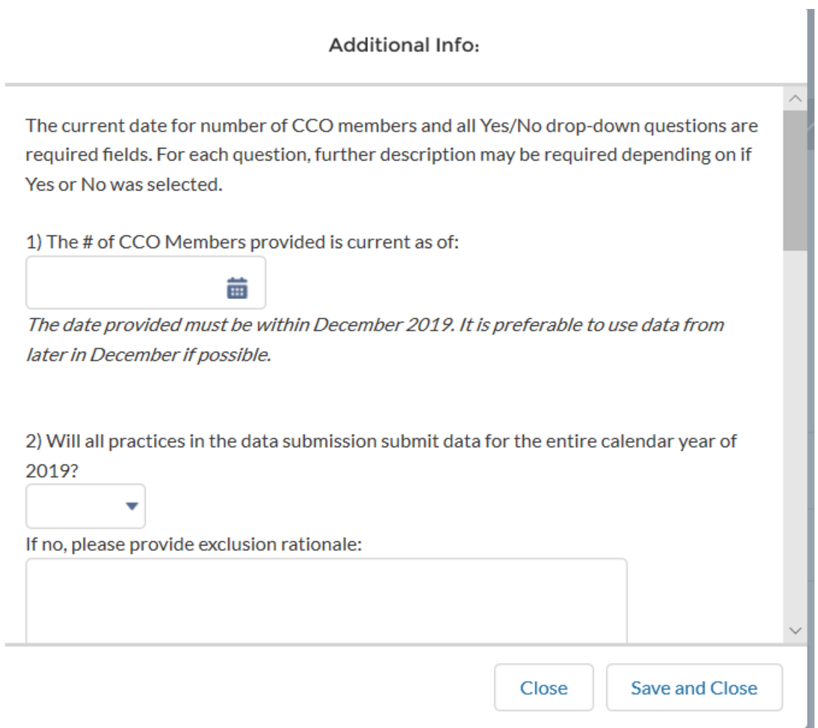
Completing Additional Info Fields

The Additional Info fields are available as soon as the Data Proposal is created, and CCO users can edit them just like other portions of the Data Proposal. The Additional Info fields need to be completed before a CCO Admin submits the Data Proposal to OHA.

1. From the CQMR's OneHealthPort single sign-on page, log into the CQMR. From the home screen, in the top toolbar, click on "CCO Incentive Program" to navigate to the Data Proposal.
2. Select the Data Proposal you want to work on. If you don't see the proposal, click the down arrow and change your view from "Recently Viewed" to "View All."
3. Click the Edit Additional Info button at the top of the Data Proposal to access the fields.



4. A pop-up window will appear. Complete or edit the fields as needed. When you are done, click “Save and Close.” (If you have reviewed but have no changes, you can simply click “Close.”)

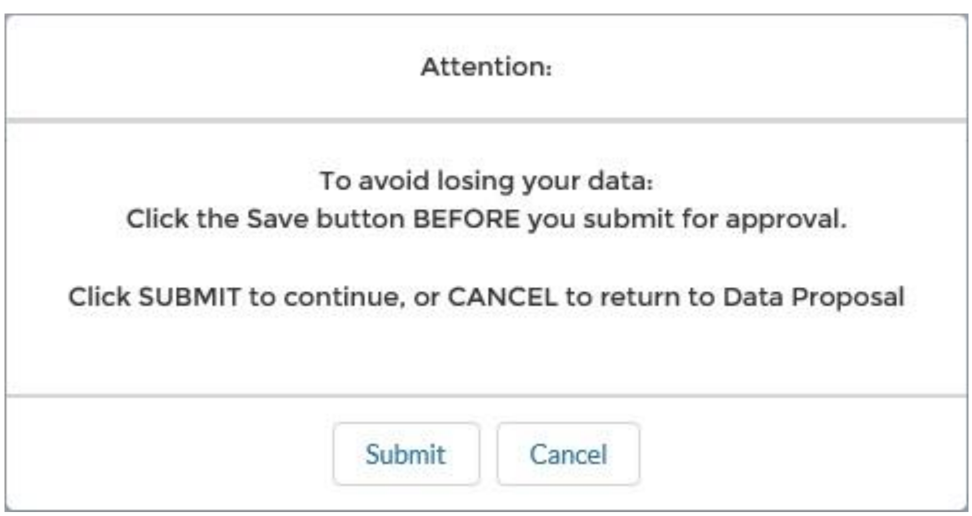


Submitting the Data Proposal to OHA

This is the last stage of the Data Proposal. The first four steps below can be done by a user with either a Quality Reports and Data Entry or a CCO Admin (Quality Reports and Data Entry + OneHealthPort Administrator) role. Only a CCO Admin can complete the remaining steps to submit for OHA approval.

1. From the CQMR's OneHealthPort single sign-on page, log into the CQMR. From the home screen, in the top toolbar, click on "CCO Incentive Program" to navigate to the Data Proposal.
2. Using the search/filter functions, select the Data Proposal you want to work on. If you don't see the proposal, click the down arrow and change your view from "Recently Viewed" to "View All."
3. Click the "Submit for CCO Approval" button at the bottom right of the screen. Depending on your Data Proposal's length, you may need to scroll down to see the button.

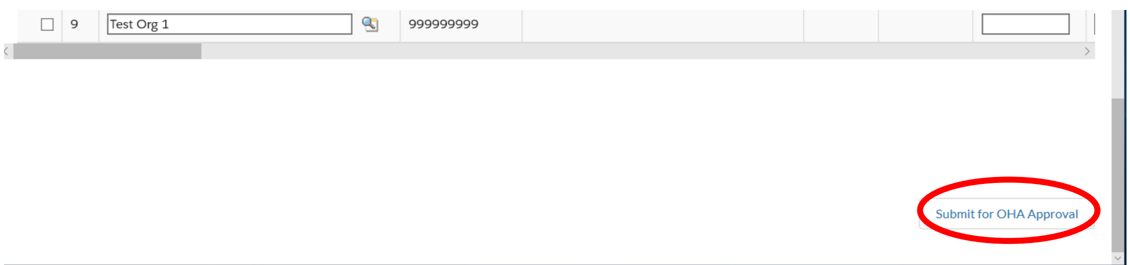
4. You will get a reminder to save your data. If you haven't yet saved your data, click Cancel to return to the previous screen, save, and again click Submit for CCO Approval to return to this pop-up. Once you have saved, click Submit.



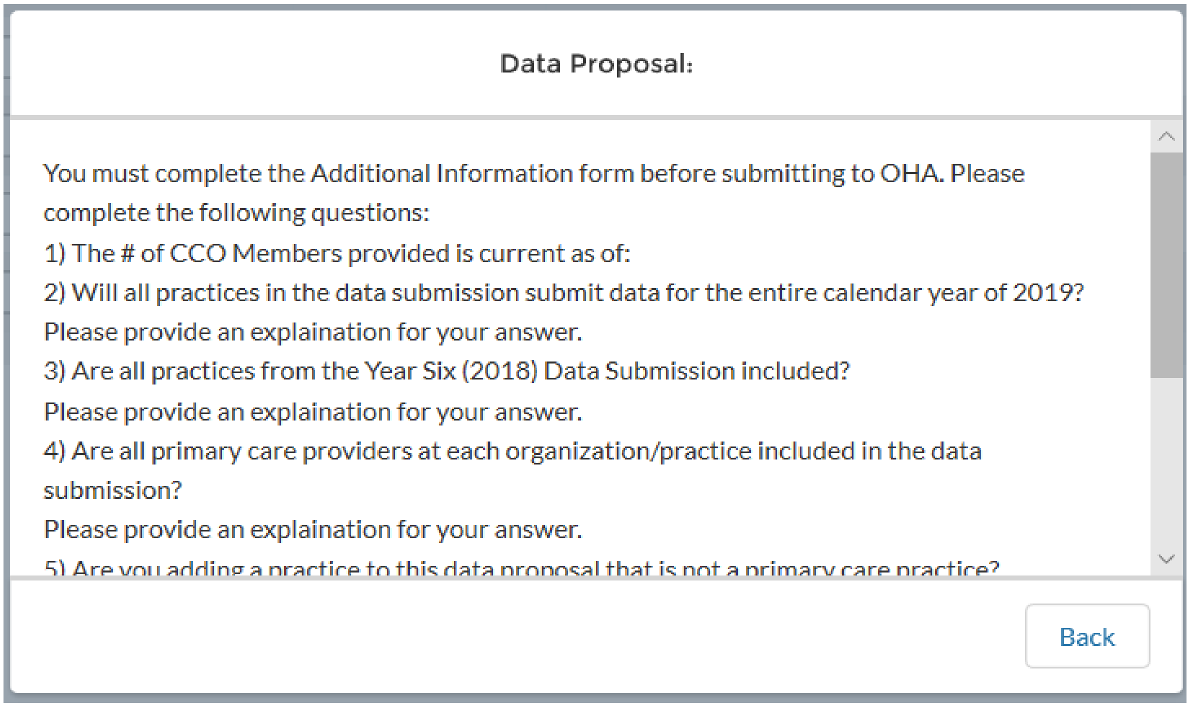
__TIP:__ If the previous steps were completed by a user who is not a CCO Admin, a CCO Admin user now will need to log in and navigate to the Data Proposal. Once a Data Proposal is submitted for CCO Approval, only a CCO Admin user can edit it.

5. Mark the Data Proposal as CCO in Review by clicking the button in the bottom right. (Depending on the Data Proposal's length, you may need to scroll down to reach the button.)

6. Review and edit the Data Proposal, including the Additional Information fields, as needed.
7. When you are done and have saved your changes, click the Submit for OHA Approval button.



8. If the Additional Information form is not complete, you will see a pop-up window listing the information that needs to be added.



9. If this happens, click the Back button and then click the Edit [Additional Information](#) button to complete the needed fields.

10. Once you have completed and saved, return to the Submit for OHA Approval.

OHA Review

After a CCO Admin User approves the CCO's Data Proposal, an OHA Admin user will log into the CQMR and review. The OHA Admin will follow these steps.

1. Navigate to the queue of pending CCO data proposals submitted for OHA approval in the CCO Incentive Program tab. These are identifiable by the status "DP – Submitted for OHA Approval"

2. From the queue, click to select a data proposal to review.

3. Click "Mark as OHA in Review."

4. If any components of the data proposal need to be updated, click "Reject" to reject the data proposal. Enter a reason for the rejection in the text box provided.

   The data proposal is now unlocked for CCO users to edit the Data Proposal, repeating the steps needed from the sections above. The CCO Admin will receive a notification of the rejection and coordinate to make necessary changes as indicated in the rejection reason. The approval process will repeat from Step 6 in the [Submitting the Data Proposal to OHA] process.

5. To approve the data proposal, click "Approve Data Proposal."
6. Once the OHA Administrator approves the data proposal, the data proposal is finalized, and users may begin the data submission process.

APPENDIX – Fields in the Data Proposal

The Data Proposal webform contains the following fields.

The first five items (bolded) will pre-populate once you select an organization or practice from the spyglass lookup, and the information will be visible to you once you save the data proposal.

1. **Organization name**
2. **Organization TIN**
3. **Practice name**
4. **PCPCH ID**
5. **Practice TIN**
6. Provider Name *(Leave blank unless reporting at the individual provider level)*
7. Provider National Provider Identifier (NPI) *(Leave blank unless reporting at the individual provider level)*
8. EHR Product Name
9. EHR Version Number
10. Number of Providers Reporting
11. # of CCO Members empaneled at Practice – Adults
12. # of CCO Members empaneled at Practice – Children
13. # of CCO Members empaneled at Practice – Total *(System will calculate the total when you save the data proposal)*
14. Report Type for each measure

15. Level of Data Aggregation for each measure

16. Payer Type for each measure

APPENDIX – Data Proposal Status Messages

A CCO data proposal passes through these stages before being approved.

1. **New -** Indicates a new data proposal
2. **DP** – **Submitted for CCO Approval:** The data proposal has been completed and submitted to the CCO Admin User for approval
3. **DP - CCO in Review:** The CCO Admin User is reviewing the data proposal. At this point, the CCO Admin User will coordinate with users to make updates if necessary

   Note: If for any reason the CCO Admin User cannot make updates, a help desk ticket is required for the original submitter to edit their entries.

4. **DP – Submitted for OHA Approval:** All data proposals have been approved at the CCO level and the data proposal has been submitted to OHA for review
5. **DP – OHA in Review:** The OHA Admin is reviewing the data proposal
6. **DP – OHA Rejected:** The OHA Admin has rejected the data proposal. The data proposal is returned to the CCO Admin User to revise. The notification of rejection will include the reason for rejection. The process will repeat from stage 3 (DP – CCO in Review)
7. **DP – Approved:** The OHA Administrator has approved the data proposal