

# Submitting CCO Incentive Measures in the CQMR

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## Introduction

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This step-by-step guide addresses the process for a CCO and its provider network to submit CCO incentive measure data in the CQMR. This guide focuses on the aggregated data submission. A separate guide will describe the process for the QRDA I (patient-level data) sample submission.

Once the CCO Data Proposal is approved, you can submit quality data to the CCO Incentive Program. Each CCO will choose its data submission approach – whether the CCO will submit all of the data into the CQMR, reporting organizations and practices will submit data into the CQMR, or a combination. Each CCO should communicate its intended approach to its network so each reporting organization and practice understands whether to send data to the CCO or submit it into the CQMR.

As explained in more detail below, aggregated data can be submitted for the CCO incentive measures in any of these formats or a combination of these formats:

- Webform (manual entry in CQMR portal)
- Data Submission Excel or CSV files
- Quality Reporting Document Architecture (QRDA) 3<sup>1</sup> files

The data files – Data Submission Excel or CSV files and QRDA 3 files – can be transmitted to the CQMR using any of these options:

- File uploader in the CQMR portal
- SFTP
- Application Programming Interface (API).

Additionally, Data Submission CSV files and QRDA 3 files can be submitted using Direct Secure Messaging.

## Understanding File Matching

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Users can submit data various ways, and the data will be matched in the CQMR to appear in reporting for the intended CCO. As described in more detail in the sections below, only a CCO user can enter data directly into the webform that opens from the CCO's approved Data Proposal. Other users may upload data files which will be matched to the CCO's Data Proposal and populate into the CCO's webform.

This matching is dependent on identifiers for each CCO, the reporting year, and the organizations, practices and providers included in the CCO's reporting. The submitted data must match the reporting plan outlined in the CCO's approved Data Proposal. Understanding how matching occurs in the CQMR system is helpful for preventing problems with files.

Each CCO has a [unique ID](#) that is used for matching the data that users submit for a CCO to the CCO for which the users submitted data. In the webform, this happens automatically in the system when the

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<sup>1</sup> QRDA 3 files contain aggregated data. QRDA I files contain patient-level data.

user selects the CCO and reporting year while creating the data proposal. Within the Data Submission Excel or CSV template, users select the reporting year and the CCO name, which automatically populates the CCO’s unique ID in the file. For QRDA 3 files, files must follow a naming convention that includes the CCO’s unique ID and reporting year.

In addition, the reporting organizations, practices, and providers are matched to the CCO’s approved Data Proposal. These identifiers, as laid out in the table below, are used for matching reporting organizations, practices, and providers.

**Identifiers used for matching data files to CCO Data Proposal rows**

Type of data file	Level of data aggregation	Identifier(s) used to match*
Excel or CSV template	Organization	Organization TIN within template
Excel or CSV template	Practice	Practice PCPCH ID within template
Excel or CSV template	Provider	Provider NPI within template
QRDA 3 file	Practice	PCPCH ID in file name
QRDA 3 file	Individual provider	Provider NPI within file

If a user uploads a data file for a CCO with data that does not match to the CCO’s approved Data Proposal, the user will receive an error message that the data file or (for the Data Submission Excel or CSV template) one or more rows of data in the file cannot be matched to the CCO’s approved Data Proposal.

In addition, if a user uploads a data file before the CCO’s Data Proposal has been approved by OHA, the user will receive an error message that the file could not be matched. If an uploaded data file or portion of a data file matches to a Data Proposal, then once the CCO’s Data Proposal is approved, the file or rows will populate into the CCO’s webform, although the error message will not change.

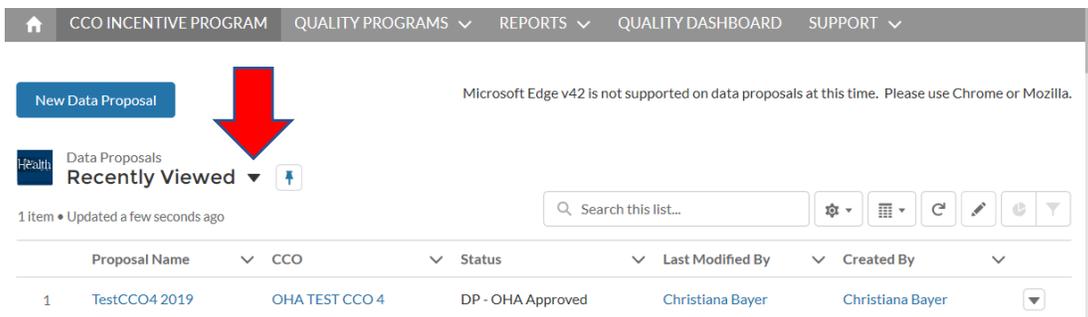
## Using the Webform

Users associated with a CCO can use the data submission webform in the CQMR portal. The webform will open from the CCO’s Data Proposal after it has been submitted to and approved by OHA. The webform contains a series of open-text fields and drop-down menus to complete. Data submitted using a Data Submission Excel or CSV template or QRDA 3 file for the CCO also will populate into the webform.

**TIP:** *Permissions in the webform depend on the user’s TIN association(s) and role(s). Data can be entered into and edited on the webform only by users who are assigned a Quality Reports & Data Entry or a Quality Reports & Data Entry + Administrator role by a CCO. Users who have a view-only role (a Quality Manager or a Quality Reports role) assigned by a CCO*

will be able to view the CCO’s webform but cannot enter data. Users without a role assigned by a CCO will not be able to access the CCO’s webform.

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 approved Data Proposal to access the webform. If you don’t see it, click the down arrow and change your view from “Recently Viewed” to “View All.”



3. You’ll see the information from your CCO’s Data Proposal about reporting organizations, practices and providers prepopulated in the webform. For any reporting that you wish to submit through the webform, fill out the appropriate fields for the quality data (numerators, denominators, exclusions, exceptions, reporting period) as outlined and approved in the Data Proposal. Please save as you go to make sure you don’t lose data.

Reason for Rejection: N/A      Status: DP - OHA Approved

**Save**

Screening for Clinical Depression and Follow-up Plan (NQF 0418): Payer Type	Screening for Clinical Depression and Follow-up Plan (NQF 0418): Numerator	Screening for Clinical Depression and Follow-up Plan (NQF 0418): Denominator	Screening for Clinical Depression and Follow-up Plan (NQF 0418): Denominator Exclusions	Screening for C and Follow-up F Denominator Exceptions
CCO Medicaid Only	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CCO Medicaid Only	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CCO Medicaid Only	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CCO Medicaid Only	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CCO Medicaid Only	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**TIP:** If you enter a numerator greater than the denominator, when you click save, you will see an error message next to the erroneous data. You won't be able to save your data while there is an unresolved validation issue.

Screening for Clinical Depression and Follow-up Plan (NQF 0418): Numerator	Screening for Clinical Depression and Follow-up Plan (NQF 0418): Denominator	Screening for Clinical Depression and Follow-up Plan (NQF 0418): Denominator Exclusions	Screening for Clinical Depression and Follow-up Plan (NQF 0418): Denominator Exceptions
402	365	63	8

Error: Numerator cannot be greater than denominator

- Once the data submission is complete for all row entries, including any rows with data submitted using the Data Submission Excel or CSV template or QRDA 3 files, you will start the process of [Submitting the CCO data to OHA](#).

**TIP:** The performance rate for each measure will be calculated by the system when you hit save. Although the rate will be populated into the webform when you save, it won't be visible until after you have left and then reopened the webform.

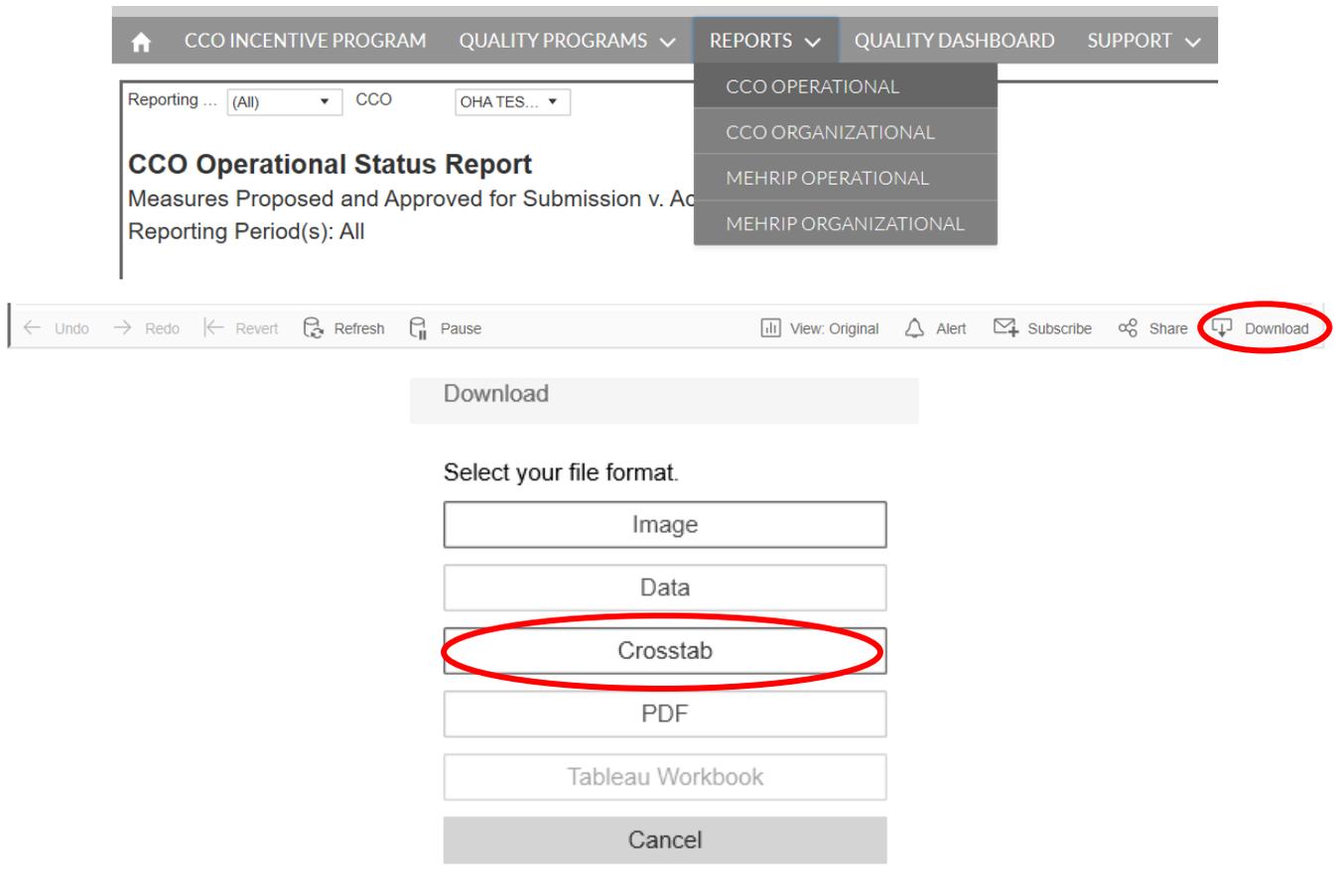
## Data Files – Using Data Submission Excel or CSV Template or QRDA 3 Files

### Using the Data Submission Excel or CSV Template

Users can report some or all of a CCO's data using the 2019 Data Submission [Excel template](#) or CSV template. Once complete, the file can be submitted either using the file uploader option in the CQMR portal or via SFTP or API. In addition, the CSV template may be submitted via Direct Secure Messaging.

- Fill out the Data Submission Excel or CSV template with the quality data for each measure for reporting organizations, practices and providers, as outlined in the CCO's OHA-approved Data Proposal.

**TIP:** Because Data Submission Excel and CSV files are matched to the correct CCO webform based on [specific identifiers](#), this information must exactly match the information in the CCO's approved Data Proposal. You can download the identifying information from your Data Proposal, arranged to match the Data Submission templates, by going to the Reports tab and selecting "CCO Operational" from the drop-down. Scroll to the bottom of the report screen and select Download and then select "Crosstab" as your file format.



2. Once the data has been entered, the Data Submission Excel or CSV file is ready to be [submitted](#) via file uploader, DSM, API, or SFTP, as described below.

**TIP: If multiple files are submitted that match to the same row within the CCO's Data Proposal, the last file received will be used.** For example, imagine CCO1 has an approved Data Proposal listing ABC Clinic, PCPCH ID 12345, as a reporting practice. If User A uploads a file with measure data for ABC Clinic for CCO1 on March 1 and either User A or User B uploads another file for ABC Clinic for CCO1 on March 15, the data from the March 15 file will be populated into CCO1's webform and reports.

3. Once the file has been submitted, the data will be visible in the CCO's webform, as well as in CCO reports.

### Using a QRDA 3 File

Users can report data using one or more QRDA 3 files, which can be submitted either using the file uploader option in the CQMR portal or via SFTP, API, or Direct Secure Messaging.

1. Generate a QRDA 3 file from an electronic health record.
2. QRDA 3 file matching requirements based on level of reporting
  - a. If submitting at the practice level, save the file using the following naming convention: “[Year]\_[CCO ID]\_[PCPCH ID]\_[file name].” The last part of the file name may be chosen by the user. For example, a QRDA 3 file being submitted for Advanced Health from ABC Clinic, with PCPCH ID 12345, for 2019 could be saved as “2019\_AdvH\_12345\_ABC” or “2019\_AdvH\_12345\_ABC Clinic.”
  - b. If submitting at the provider level, no naming convention is necessary. The file will match based on the NPI listed inside the file and the NPI listed in the CCO’s approved Data Proposal.

**TIP:** The year, CCO ID and PCPCH ID in the naming convention are necessary to match the file to the CCO’s approved Data Proposal at the practice level. The NPI inside the file is necessary to match the file to the CCO’s approved Data Proposal at the provider level. If the system is unable to find a match in either scenario, the file will still be accepted, but will not attribute to a Data Proposal.

**TIP:** If multiple files are submitted that match to the same row within the CCO’s Data Proposal, the last file received will be used. For example, imagine CCO1 has an approved Data Proposal listing ABC Clinic, PCPCH ID 12345, as a reporting practice. If User A uploads a file with measure data for ABC Clinic for CCO1 on March 1 and either User A or User B uploads another file for ABC Clinic for CCO1 on March 15, the data from the March 15 file will be populated into CCO1’s webform and reports.

3. Once the file has been saved with the correct naming convention, the file is ready to be submitted via file uploader, DSM, API, or SFTP.

### Data Transmission Options for Data Submission Excel or CSV and QRDA 3 Files

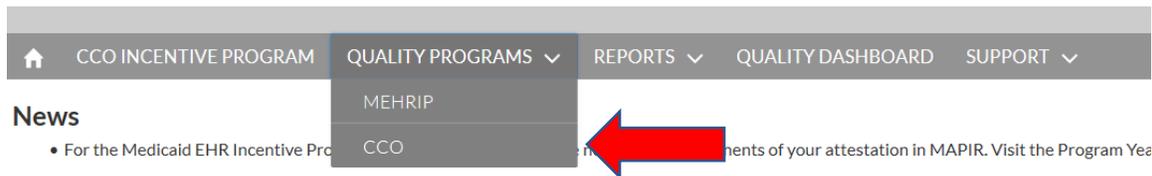
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Completed data files can be sent to the CQMR in multiple ways.

#### Using the File Uploader

One simple way to submit files is to upload them in the CQMR portal.

1. From the CQMR's OneHealthPort [single sign-on page](#), log into the CQMR. From the home screen, in the top toolbar, select the Quality Programs tab and CCO from the drop-down menu.



2. This takes you to the CCO file uploader page, which contains tips for uploading and these fields.

**File Type**

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**Description of File(s)**

**File Selection**

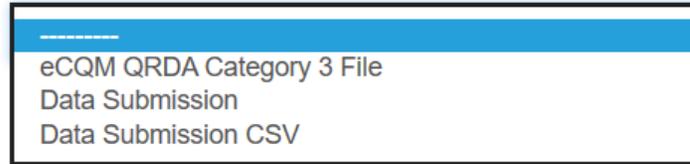
Drag Files Here  
or

+ Add files

Upload

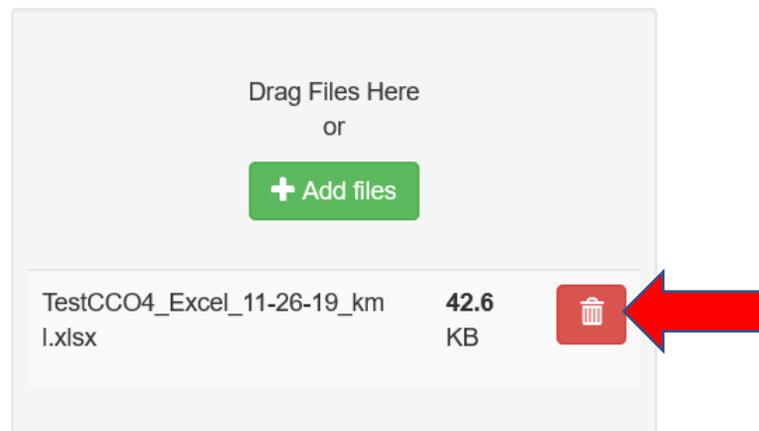
3. Use the drop-down to select the type of file you plan to upload:
  - "eCQM QRDA Category III File" (QRDA 3 file)
  - "Data Submission" (Data Submission Excel template)
  - "Data Submission CSV" (Data Submission CSV template)

**File Type**



4. You may enter a description of the file(s) you are submitting. This is optional but can be a useful tool for keeping track of submission details.
5. You can upload one or more files at a time, as long as they are all the same file type (the file type you selected in step 3 above.) Upload files, including zip files, in one of two ways:
  - Drag and drop the file(s) from your desktop or other file location into the “File Selection” file uploader box, *or*
  - Click the “Add files” button in the file uploader box, and then navigate to the file(s) to submit.
6. If you accidentally attach a file you didn’t mean to submit, simply click the red garbage can icon by the file to delete it.

**File Selection**

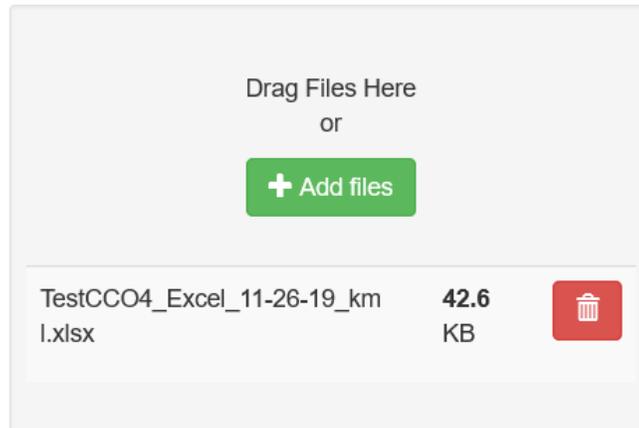


7. Once you have added the files you would like to submit, click the “Upload” button to submit the file(s).

**TIP: If multiple files are submitted that match to the same row within the CCO’s Data Proposal, the last file received will be used.** For example, imagine CCO1 has an approved Data Proposal listing ABC Clinic, PCPCH ID 12345, as a reporting practice. If User A uploads a

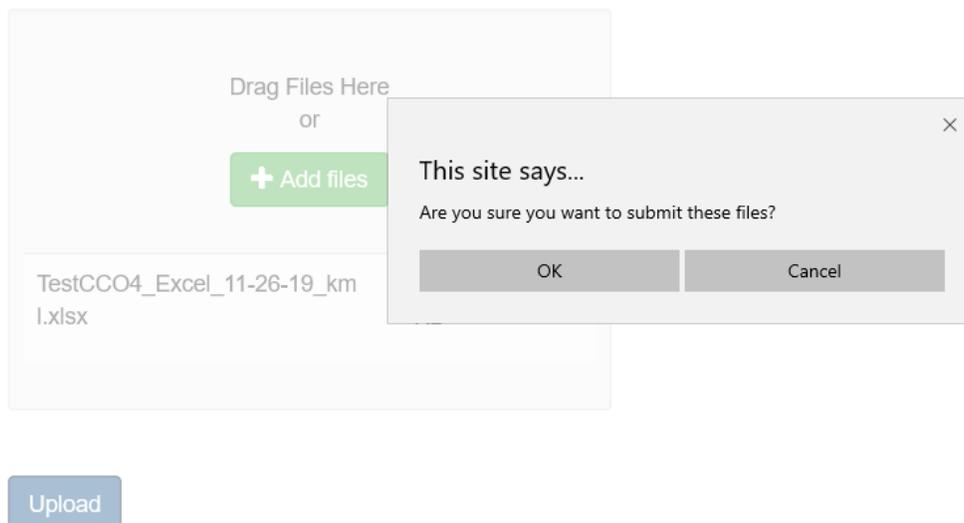
*file with measure data for ABC Clinic for CCO1 on March 1 and either User A or User B uploads another file for ABC Clinic for CCO1 on March 15, the data from the March 15 file will be populated into CCO1’s webform and reports.*

**File Selection**

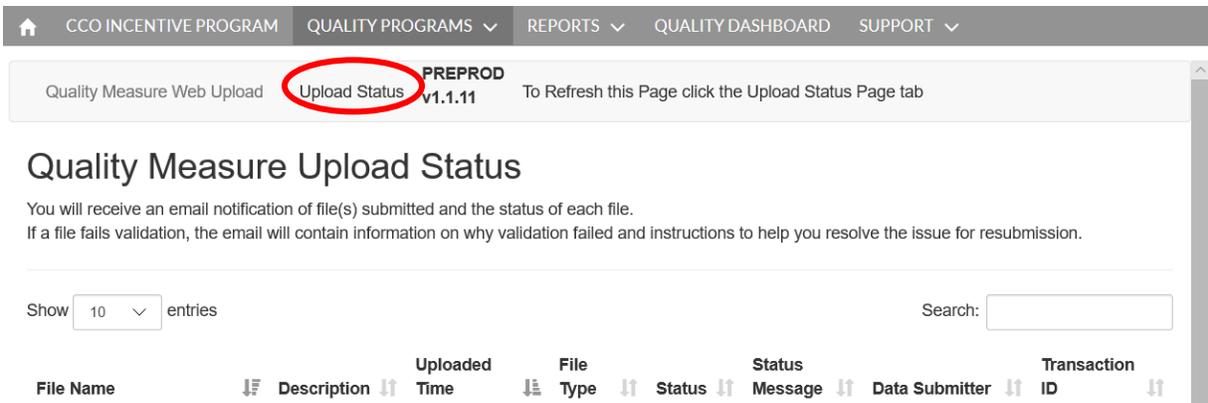


- The system will ask you to confirm whether you want to submit the files. If you do, click “OK.” If you don’t, hit “Cancel.”

**File Selection**



- Once the data is submitted, the CQMR will take you to the Quality Measure Upload Status page as the system performs validation on the file(s). The upload status will refresh automatically, but for a faster refresh, you can click the "Upload Status." The CQMR system also will send a file validation status email to the submitting user once this is complete.



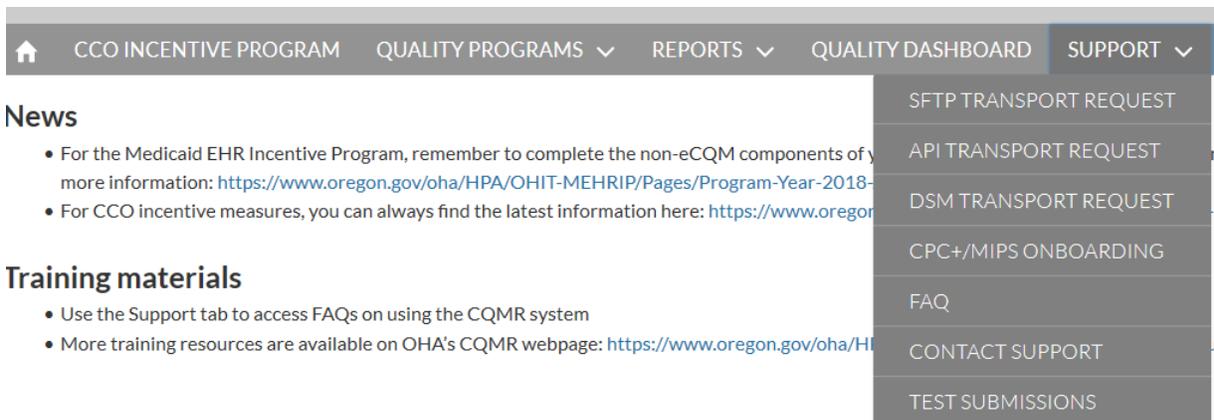
- If the file is validated and the data matches, the data will now be visible in the CCO’s webform and reports. If you receive an error message, correct the error and return to Step 1 of uploading.

### Using Direct Secure Messaging, STFP and API Options

#### Onboarding for Data Transport Options

In addition to the file uploader option, you can send files using Direct Secure Messaging, SFTP, or API. Each of these options requires some additional onboarding steps.

- From the CQMR’s OneHealthPort [single sign-on page](#), log into the CQMR. From the home screen, in the top toolbar, click on the "Support" tab.



2. Select your desired data transport option (for example, API).



## APPLICATION PROGRAM INTERFACE (API)

Quality submissions for CCO incentives and MEHRIP

An Application Program Interface (API) can be used to access a system or service from another system.

The CQMR solution has its own API where onboarded submitters can deliver files to a specified endpoint.

To initiate onboarding for this method of submission, please complete the following form:



3. Click the button to initiate onboarding. This opens a ticket requesting to begin the onboarding process for that data transport option. An onboarding coordinator will assist with next steps.



## INITIATE API

Subject

Phone Number

Description



**TIP:** The time required for onboarding varies by transport option. Typically, you can expect about this much time for each option:

- Direct Secure Messaging (DSM) – approximately 15 minutes

- *SFTP – approximately 10 days*
- *API – approximately 10 days*

*For further information and instructions regarding DSM, SFTP, and API data submission, please see the CQMR Implementation Guide.*

*DSM, SFTP, and API setup and onboarding only needs to be completed one time. Once DSM, SFTP, and API accounts are set up and onboarded, they can be used for reporting to each quality program supported in the CQMR.*

#### Using Data Transport Options

1. Once onboarded to the desired transport method, you may use that method to send files.

***TIP: If multiple files are submitted that match to the same row within the CCO's Data Proposal, the last file received will be used.*** For example, imagine CCO1 has an approved Data Proposal listing ABC Clinic, PCPCH ID 12345, as a reporting practice. If User A uploads a file with measure data for ABC Clinic for CCO1 on March 1 and either User A or User B uploads another file for ABC Clinic for CCO1 on March 15, the data from the March 15 file will be populated into CCO1's webform and reports.

2. Once the data is submitted, the CQMR performs validation on the file(s) and will send back a file validation status email to the submitting user once this is complete.
3. If the file is validated and the data matches, the data will now be visible in the CCO's webform and reports. If you receive an error message, correct the error and re-submit the file.

### Submitting the CCO Data to OHA

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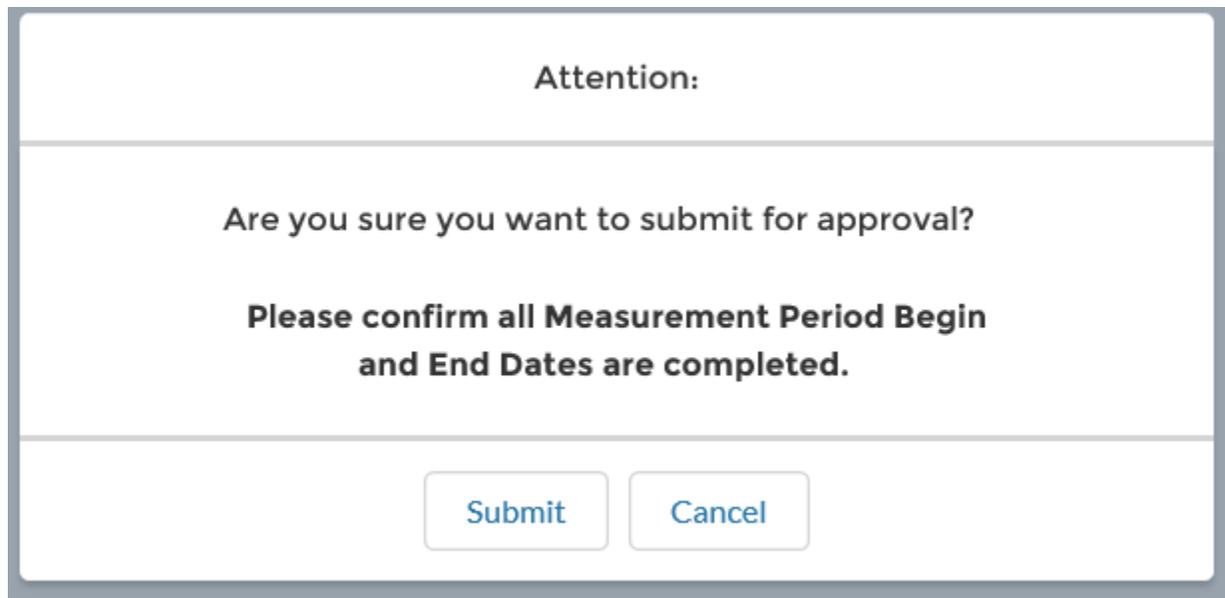
This is the last stage of the Data Submission. The first four steps below can be done by a user with either a Quality Reports and Data Entry or a CCO Admin (Quality Reports and Data Entry + OneHealthPort Administrator) role. Only a CCO Admin can complete the remaining steps to submit for OHA approval.

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 to open the webform.
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 Submission’s length, you may need to scroll down to see the button.



4. You will get a reminder to save your data, along with a reminder about completing measurement date fields. 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 webform as CCO in Review by clicking the button in the bottom right. (Depending on the Data Submission's length, you may need to scroll down to reach the button.)
6. Review and edit as needed.
7. When you are done and have saved your changes, click the Submit for OHA Approval button.

The image shows a confirmation dialog box with the following text: "Attention: Are you sure you want to submit for approval?". Below the text are two buttons: "Submit" and "Cancel". In the background, a "Submit for OHA Approval" button is visible.

## OHA Review

After a CCO Admin User approves the CCO's Data Submission, 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 submissions submitted for OHA approval in the CCO Incentive Program tab. These are identifiable by the status "DS – Submitted for OHA Approval"
2. From the queue, click to select a data proposal to review the webform.
3. Click "Mark as OHA in Review."
4. If any components of the data submission need to be updated, click "Reject" and enter a reason for the rejection in the text box provided.

The data submission is now unlocked for CCO users to edit the Data Submission, repeating the steps needed from the sections above. The CCO Admin user 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 CCO Data to OHA](#) process.

5. To approve the data proposal, click “Approve Data Submission.”
6. Once the OHA Administrator approves, the data submission is finalized.

## APPENDIX – Fields in the Data Submission

The data submission information may include the following fields.

Field	Data Submission Excel or CSV Template	QRDA 3 file	Webform
<b>1. Program year</b>	<b>Required</b>	<b>Required in file name</b>	Populates from Data Proposal
<b>2. CCO TIN</b>	Optional	n/a	Populates from Data Proposal
<b>3. CCO Name</b>	Select CCO Name from drop-down to populate CCO Unique ID	n/a	Populates from Data Proposal
<b>4. CCO <a href="#">Unique ID</a></b>	<b>Required</b>	<b>Required in file name</b>	Populates from Data Proposal
<b>5. Organization Name</b>	Optional but recommended	Optional	Populates from Data Proposal
<b>6. Organization TIN</b>	<b>Required</b>	Optional	Populates from Data Proposal
<b>7. Practice Name</b>	Optional but recommended	Optional	Populates from Data Proposal
<b>8. Practice TIN</b>	<b>Required</b> if reporting at practice level	Optional	Populates from Data Proposal
<b>9. PCPCH ID</b>	<b>Required</b> if reporting at practice level	<b>Required in file name</b>	Populates from Data Proposal
<b>10. Provider Name</b>	<b>Required</b> if reporting at provider level	Optional	Populates from Data Proposal
<b>11. Provider NPI</b>	<b>Required</b> if reporting at provider level	<b>Required</b> if reporting at provider level	Populates from Data Proposal

In addition, for each measure reported, data submission fields may include:

1. Report type for measure

2. Level of data aggregation
3. Payer type for measure
4. Numerator for measure
5. Denominator for measure
6. Denominator Exclusions for measure
7. Denominator Exceptions for measure
8. Performance Calculation for measure
9. Measurement Period Begin date
10. Measurement Period End date

## APPENDIX – Data Submission Status

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There are seven status stages a data submission (DS) may pass through before being submitted to the CCO Incentive Program. You can see the status of the data submission in the webform that opens from the CCO's approved Data Proposal.

1. **New:** Indicates a new data submission
2. **DS – Submitted for CCO Approval:** The data submission has been completed and submitted to the CCO Admin User for approval
3. **DS – CCO in Review:** The CCO Admin User is reviewing the data submission. 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. **DS – Submitted for OHA Approval:** The data submission has been approved at the CCO level and submitted to the OHA Administrator for review
5. **DS – OHA in Review:** The OHA Administrator is reviewing the data submission
6. **DS – OHA Rejected:** The OHA Administrator has rejected the data submission. The data submission 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 (DS – CCO In Review)
7. **DS – Approved:** The OHA Administrator has approved the data submission and sent it to the CCO Incentive Program for credit

APPENDIX – CCO Unique Identifiers

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CCO Name	ID
Advanced Health	AdvH
AllCare	AllC
Cascade Health Alliance	CHA
Columbia Pacific CCO	CPCCO
Eastern Oregon CCO	EOCCO
Health Share of Oregon	HSO
InterCommunity Health Network CCO	IHN
Jackson Care Connect	JCC
PacificSource Community Solutions CCO Central Oregon	PS-CO
PacificSource Community Solutions CCO Columbia Gorge	PS-CG
PrimaryHealth CCO	PHCCO
Trillium Community Health Plan	TCHP
Umpqua Health Alliance	UHA
Willamette Valley Community Health	WVCH
Yamhill CCO	YCCO