
Clinical Quality Metrics Registry (CQMR) Subject Matter Expert Workgroup

September 12, 2018



Agenda

- Welcome and agenda review
- Status update
- OneHealthPort demo
- Reports View Only role demo
- User Acceptance Testing –Test Scripts
- Wrap up and next steps

CQMR Status Update

- In CQMR System Test – MiHIN working with Salesforce and OneHealthPort to resolve defects
- CQMR Security Testing – Security Scan results sent to OHA 9/4
- UAT Plan and Scripts in review process
- Training materials updated, with additional updates closer to UAT

Coming up:

- System Test – Regression Testing
- CQMR UAT Training and Testing

OneHealthPort Demo

Teresa Davis, OneHealthPort





OneHealthPort

Registration workflow

Register Your Organization

Your OneHealthPort Subscriber ID is your key to accessing all of the services of our participating web sites. To receive a OneHealthPort Subscriber ID, your healthcare organization must register with OneHealthPort.

Step 1- Choose an Administrator

Each Organization must designate a OneHealthPort Administrator. This person will complete the registration process and will manage the Organization's account. He or she must be someone who is authorized to agree to the terms and conditions of enrolling in OneHealthPort. The Administrator will be responsible for basic management of users including password resets, adding and removing users, and managing Tax IDs for the Organization.

 [SSO Administrator Responsibilities](#)

Step 2 - Register Online

The OneHealthPort Administrator will register online at OneHealthPort Registration. Please note: to ensure security, the OneHealthPort Administrator will be asked to verify his or her identity either online (by answering a number of questions) or offline (by using a notary public to verify his or her ID).

Step 3 - Receive Notification

Once these steps have been completed, the Administrator will receive notification within 72 hours that the Organization and individual credential have been activated.

Register

Please review the following legal notices for additional information on registrations, and also [review our privacy policy](#).

 [Full Registration Instructions](#)

 [Organization Agreement](#)

 [Participating Organization Terms](#)

 [Administrator Responsibilities](#)

 [Subscriber Agreement](#)

 [Notary Form](#)

Organization Registration

Please read the registration information below



Organization Registration Process

Welcome to OneHealthPort.

On this page you will begin the process of getting a OneHealthPort secure Digital ID for you and your Organization. With this Digital ID you and your colleagues can more easily access the local online healthcare sites you visit most often.

To successfully complete this process, you must be the person your Organization has designated to be the OneHealthPort Administrator. As the OneHealthPort Administrator you will manage your Organization's account. The responsibilities and privileges of the OneHealthPort Administrator are described here. You should be prepared on behalf of your Organization to agree to the terms and conditions of enrolling in OneHealthPort. You will then complete your own registration as a OneHealthPort Subscriber (all Administrators are also registered as Subscribers).

If you are **not** designated as the Administrator of your Organization, please close this page now and ask the appropriate person in your Organization to complete the registration.

This site will walk you through a simple step-by-step process to register your Organization with OneHealthPort and provide you with a OneHealthPort Digital ID. Following are the four steps you must complete.

1. **Create Profiles** - you will be asked to provide basic information about yourself and your Organization. How we protect the privacy of the information you share can be reviewed [here](#).
2. **Sign Agreements** - you will view terms and conditions for you and your Organization to become enrolled with OneHealthPort and you will be asked to agree to these terms online.
3. **Verify Identity** - you will provide the necessary information to complete the identity verification process to have your identity verified by OneHealthPort.
4. **Confirm Registration** - you will receive confirmation that you have been registered, and you will create your OneHealthPort password. Once you've completed these four steps you will receive notification from OneHealthPort within 72 hours that your Organization and individual Digital ID have been activated and you can begin to use the Digital ID to simplify your work at local on-line healthcare web sites.

Continue

Organization Agreement

Please click Agree & Continue to confirm this acknowledgment

OneHealthPort

Terms Of Use

Enrolling your Organization with OneHealthPort carries certain responsibilities to protect the privacy and confidentiality of personal health information and minimize risk for participating healthcare organizations like yours. All OneHealthPort Organizations, Subscribers and Relying Party Sites are united in a trusted community for the benefit of all members. The Participating Organization Agreement makes your Organization a part of this trusted community. Please read the Participating Organization Agreement below. If you wish, you can also read all the terms and conditions below. Once you are satisfied that you understand the terms of the agreement, you can click on "Approve" if you agree to all of the terms and conditions of the Participating Organization Agreement. To continue with the registration process, you must agree to the Participating Organization Agreement. If you do not agree, click "Reject" and your registration process will be terminated.

Participating Organization Agreement

The "Participating Organization" orders the following "Services" from OneHealthPort:

SERVICES - Include use of the OneHealthPort System ("System") to facilitate the secure exchange of healthcare and other information electronically through use of identity management and authentication. Services include "Delegated Registration Privileges" which give Participating Organization control of, and responsibility for, confirming the identity of your employees and agents. This Agreement is effective as of the date it is submitted and accepted, and the Participating Organization acknowledges that it is subject to OneHealthPort's Participating Organization Terms in effect from time-to-time, compliance with applicable U.S. and state laws and regulations, including without limitation the Health Insurance Portability and Accountability Act of 1996, as it is amended, and to such additional privacy and security policies and rules of use as OneHealthPort may adopt from time to time. Please click "Agree & Continue" to confirm this Agreement.

Reference Documents:

[Organization Agreement \(PDF\)](#)

[Participating Organization Terms \(PDF\)](#)

[Subscriber Agreement \(PDF\)](#)

[OHP Privacy Policy](#)

[Role and Responsibilities of the Administrator \(PDF\)](#)

During the registration process, please do not click your browser "Back", "Forward", "Refresh" or "Reload" buttons as this may cause issues with your registration and you will have to start again.

Cancel

Agree & Continue

Organization Information

Please enter the information below that describes the Organization you are registering

OneHealthPort

Organization Information

Legal Business Name:*	Legal Business Name
Business Type:*	Business type of Organization
Address Line 1:*	Ambulance/Transport
City:*	Behavior Health Practice
Zip:*	Chiropractic/Massage Therapy
Contact Phone:*	Clinic
	Coordinated Care Organization
	Dental
	Durable Medical Equipment Supplier
Web Site URL:	

Please include http:// or https:// in the URL

Doing Business As:	DBA Name
Address Line 2:	Suite, unit, building, floor, etc...
State:*	State Abbreviation
Contact E-Mail:	
	Only used by OneHealthPort if needed for support.
Fax Number:	() -

Only used by OneHealthPort if needed for support.

Cancel

Continue

Reports Only View – Role Demo

Alan Gregory and Julia Young, MiHIN



User Acceptance Testing – Test Scripts

Erik Engelhardt, Peraton



User Acceptance Testing (UAT) – Context

- UAT is an opportunity for a small group of users to verify the CQMR solution prior to official “Go Live”
- Testers will be given scenarios or test scripts to follow and will have the opportunity to report essential feedback to OHA
- The purpose of UAT is to ensure the CQMR solution will meet end users’ workflow needs

Test Cases/Scripts/Feedback

- Current UAT Scripts are in Word format for review
- UAT Scripts for testing will be in an Excel file format
- Will also include input area for tester feedback and user satisfaction survey

Test Case Example – Role Based Access Chart (RBAC) (1/2)

Date(s) Tested:	Tester Name:			
Title: RBAC CP CO Standard User Access				
Purpose: This test case verifies that a CO Standard User has access to functions in Client Portal as outlined by the RBAC.				
Workflow: 4 CO Standard User Account Creation				
Requirement: PM070 TD026 TD058-1 TD058-2 TD075 TD095				
Preconditions: 1. The Client Portal is available. 2. A newly created CO Standard User, who will be accessing the system for the first time has been created and is available.		Inputs from UAT Testers		
Description	Expected Result	Passed, Blocked, or Failed	Description (if actual result is different than expected result)	Screenshot of the Defect
Navigate to the Client Portal application login page.	The Client Portal application login page is successfully displayed.			
Enter the CO Standard User's valid username and password. Click "Login". Note: This is the users' initial login.	The Security Question page is displayed.			

Test Case Example – RBAC (2/2)

Description	Expected Result
Verify the following questions are available for selection in the drop-down list: -What is the name of your first elementary school? -What was the name of the street where you grew up? -What is your mother's maiden name? -What is the name of your pet?	The questions are successfully displayed.
Select a question and enter text into the Answer text box.	The question is successfully selected and the text in the Answer text box is successfully displayed.
Click the "Save" button.	Verify the user is successfully logged in and Welcome, <Username> message is displayed.
Verify the Data Access tab>>Search by Query>>Search Results page is displayed.	Search Results page is displayed.
Verify no access to the Client tab (no access to Client tab).	Confirmed user has no access to the Client tab (Organization's Profile).
Verify no access to the Users tab (n access to the Users tab).	Confirmed user has no access to the Users tab (create users).
Verify the user has access to "Reports" by clicking the "Reports" tab. Note: Reports will appear based on data available and report scheduled batch job.	"Reports" tab is available.
Verify the user has access to the "Data Access" tab by clicking the "Data Access" tab. Verify access to Search by Query. Verify access to Search by List. Verify access to Expedite Request.	Data Access options are accessible.
Logout of the Client Portal application.	The user successfully logs out of the application.
End of Use Case	

Survey Example

User Satisfaction Survey	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree	Comments
Training						
Was the in-person training helpful?						
Was the trainer knowledgeable of the subject matter						
Was the training material easy to follow?						
Did the training material provide an overall understanding of the System?						
Did the training material cover the areas specific to your role?						
Were the training vignettes easy to follow?						
Usability Evaluation Questions						
Web pages for the script were easy to read.						
Did the web pages load quickly?						
Data fields were easy to identify and navigate.						
Information and error messages were easy to understand.						
Did you enter data into a web page without needing online help?						
The help text was helpful and intuitive						

Test Case Outline

- Registration and Account Creation
- CCO Incentive Measure Program
- EHR Incentive Measure Program
- Quality Dashboards
- Reports
- Role Based Access Control
- Help Desk Support

Create User Accounts as Org Admin

Test Case CQ_UAT-322: Create Sub accounts with restrictions

Summary:

Create additional sub user accounts that do not have permission to edit the organization's administrative profile or create additional sub-user accounts, but that may otherwise perform all other system actions for the organization.

Preconditions:

User must be set up as an Organization Admin to nominate colleagues for a OneHealthPort (OHP) account.

#:	Step actions:	Expected Results:
1	Witnessed OHP Admin execute test case. OHP Admin nominated a subscriber account without giving OHP Admin rights.	Nominated subscriber was able to edit subscriber profile but not edit Organization profile.
2	Organization Admin logs into the OHP Administration application	User successfully logs in and the OHP Administration window is displayed.
4	Click on Nominate Subscriber.	Subscriber Nomination window is displayed and asks the Administrator to confirm that they have verified that the identity of the person being nominated.
5	Click on Approve to continue with the nomination. Reject is selected to terminate this process.	If Approved, fields are displayed to collect the name and email address for the nominee.
6	Enter the subscriber's: • First name • Last name • Email address. Click the Submit button.	The Roles window is displayed.
7	Click on the role(s) to be assigned to this user and then click Submit. Do not give this user an Administrative Role	A one-time activation code will be displayed. This code should be noted now and will not be available when this window closes.
8	After you have written down the Activation Code and Subscriber ID, click OK.	The system will send an email notification to the nominated subscriber with the information necessary to log into OHP and complete registration.

Submit MEHRIP Data - Portal

Test Case CQ_UAT-1: CQ_SubmitMEHRIPData-Quality Report and Data Entry + OneHealthPort Administrator (QRDE-A)

Summary:

This test case is to verify that the correct Quality Measure Upload screen displays with the correct data displayed. This upload test is using the Direct upload method.

Preconditions:

Client machine has supported browser installed.

User has access to OHA CQMR and has successfully logged in using an account with the OHP Role: Quality Report and Data Entry plus OneHealthPort Administrator (QRDE-A)

Files to be uploaded are available and in a known location.

File types to be uploaded include the following file types: XML, ZIP (ZIPped file or folder), TXT, CSV...

Must have at least 1 file of each type to upload: CAT1, CAT3, and flat file (properly formatted).

#:	Step actions:	Expected Results:
1	Log into CQMR as a user that has the OHP role QRDE-A (Admin).	CQMR Landing page is displayed.
2	Click on the Quality Programs tab and select MEHRIP from the drop-down menu	The drop-down menu should include: • CPC+ • MIPS • MEHRIP The Quality Measure Upload window is displayed
3	Review the displayed text.	Included in the information displayed is a pointer to a tip sheet at (https://mihin.org) and Instructions for uploading files. Fields to be entered include: • File Type • Description of File(s) • File Selection
4	Verify the drop-down list on the File Type field	Drop down list should include the following 3 items: • eCQM QRDA Category 3 File • eCQM QRDA Category 1 File • Flat file

Submit MEHRIP Data – Portal (Cont.)

5	Click on the Description of File(s) field and enter free-form text. Include text and numeric data and punctuation when entering data in this field. For example: - include a date with / separators and/or - include a period at the end of the description	Capture the text entered here. This will be used on the Upload Status window. Need max chars that can be entered.
6	Open MS Explorer window to folder containing files to be uploaded	MS Explorer window opens
7	Drag the file(s) to be uploaded to the File Selection field on the QM Upload window and drop them on the file area on the CQMR window.	Filename(s) appear below the File Selection field
8	Click on the + Add files button	An MS Explorer window is displayed
9	On the MS Explorer window, click on the files to be uploaded	The filename of the selected file appears below the File Selection field
10	Click on Red Trashcan on the same line of one of the files selected to be uploaded.	That filename should be removed from this list of files to be uploaded.
11	Repeat steps 6-12 until at least 1 file is ready to upload.	The files required for testing this functionality are listed in the list of files to be uploaded.
12	Click Upload Button	A message window is displayed asking "Are you sure you want to submit these files?"
13	Click the Yes button	The Quality Measure Upload Status window is displayed. NOTE to Tester: Refer to (or continue testing) Test Cases CQ-4 to follow the progress and validation status of the data submission.
14	The user will receive an email notification of the file(s) submitted and the validity of each. Review the email and verify that the information in the email is for the data file(s) submitted.	Email contains the correct information.

CCO Data Submission

Test Case CQ_UAT-265: CQ_CCO-DataSubmission_QRDE-A

Summary:

The contractor's solution shall allow a Data Intermediary (DI) such as a Qualified Clinical Data Registry (QCDR) or an HIE to submit clinical data to the CQMR on behalf of a CCO or a CCO's clinics/practitioners or a Meaningful Use practitioner through the CQMR web portal, via Direct Secure Messaging, via SFTP, and directly through an external electronic interface or API.

This test verifies the process of a Data Intermediary (DI) submitting CCO Incentive Program files as a Quality Report and Data Entry plus OHP Administrator (QRDE-A) user using the CQMR Portal.

Preconditions:

The CQMR Portal must be available.

A Data Intermediary user with the OHP role of Quality Report and Data Entry plus OHP Administrator must be available.

The Data Proposal to be used to submit data must already be approved by OHA. Refer to Test Case CQ-264 for that process.

#:	Step actions:	Expected Results:
1	Log into the CQMR Portal as a user with the QRDE-A role	User is logged into CQMR.
2	Click on the CCO INCENTIVE PROGRAM tab on the CQMR menu bar	The CCO Web page is displayed.
3	Click on a data proposal that has already been approved by OHA. Once approved by OHA the data proposal becomes a data submission form (web form)	Data proposal has been selected.
4	Insert data in fields of the web form. To see all fields, you will have to scroll or tab to the right.	Data has been entered in the web form.
5	To upload a CAT3 file for that proposal, click on Upload Data File button. Submit the following types of files for the CCO Program: QRDA CAT 3	The QM Upload window will be display.

CCO Data Submission (Cont.)

6	Follow normal data submission process described in Test Case CQ-1 to upload a CAT-3 file	Files are uploaded successfully.
7	Click on the CCO Incentive Program tab on the CQMR menu bar	CCO Incentive Program window is displayed.
8	Click on the proposal/data submission form just used to upload data.	Status should show that data/files were uploaded.
9	Click on Submit for CCO Approval button and repeat the approval process (same as for the Proposal submission) as described in Test Case CQ-264	Data submission is complete.
10	Go to the CQMR Status window and view status of approval process.	CQMR Status window displays and user can view the status of the files they submitted.
11	When the validation process is complete, the user will receive an email with status of the validation	Validation email should match the information submitted.
12	Log out of CQMR	

Password Creation

Test Case CQ_UAT-185: CQ_AccountPasswords

Summary:

This test covers these requirements.

- CQMR0004: The contractor's solution shall have the ability to provide a means of secure identification and authentication to ensure only authorized users are allowed access to the system.
- CQMR0005: The contractor's solution shall have the ability to allow end users to create a user profile.
- CQMR0013: The contractor's solution shall have the capability to support users to create a password of their own choice.
- CQMR0015: The contractor's solution shall have the capability to enforce administratively determined password formatting rules including requiring the use of upper and lower case, special characters, numbers, and minimum/maximum lengths.

Preconditions:

OHP Admin needs to nominate a subscriber. Subscriber will need to activate account and enter profile information.

#:	Step actions:	Expected Results:
1	After user activates account and completes subscriber profile. Account Activation completed email is sent to subscriber.	Subscriber receives email confirming completion of account activation. Temporary Password is in body of email with link to set password.
2	Click on link to set password.	Verify OHP password reset login page displays.
3	Enter Subscriber ID and Temporary Password. Then click submit.	Verify Password Reset page displays.
4	Enter: • Current Password: xxxxxx • New Password: Test1# • Confirm Password: Test1# Click Submit	Verify "Error in Read: Your password does not meet complexity requirements." displays.

Password Creation (Cont.)

5	Enter: - Current Password: xxxxxx - New Password: testing4\$ - Confirm Password: testing4\$ Click Submit	Verify "Error in Read: Your password does not meet complexity requirements." displays.
6	Enter: - Current Password: xxxxxx - New Password: Testing@ - Confirm Password: Testing@ Click Submit	Verify "Error in Read: Your password does not meet complexity requirements." displays.
7	Enter: - Current Password: xxxxxx - New Password: &TESTING - Confirm Password: &TESTING Click Submit	Verify "Error in Read: Your password does not meet complexity requirements." displays.
8	Enter: - Current Password: PD1#E - New Password: Testing1\$ - Confirm Password: Testing1\$ Click Submit	Verify "Error for invalid current password" displays.
9	Enter: - Current Password: xxxxxx - New Password: Testing1\$ - Confirm Password: Testing1\$ Click Submit	User confirmed new password is saved successfully.

Next Steps

- Next meeting: October 10, 2018 10-noon
- Feedback and suggestions for future meetings:
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