

# File Submission Status and Notifications in the CQMR

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## Introduction

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This guide explains how to review the status of files you’ve submitted in the CQMR. For information on how to submit files, how to view dashboards and reports, and other topics, please see additional [training materials](#).

## Viewing Quality File Validation Status

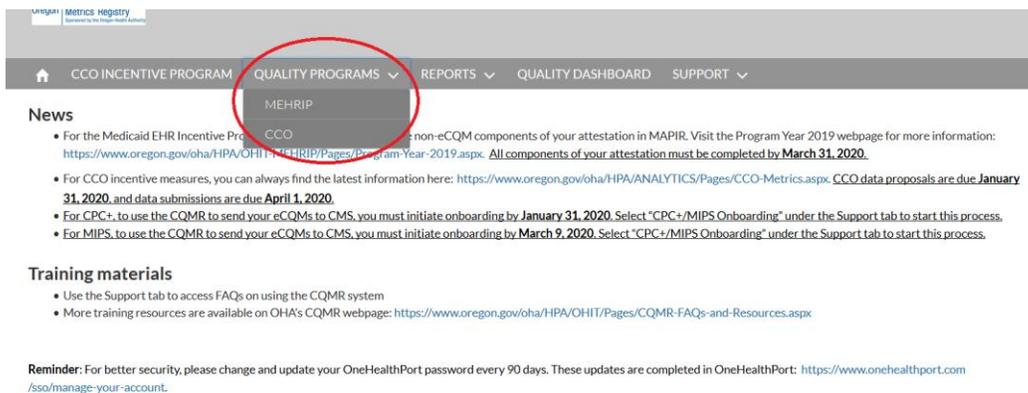
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When you submit a quality file, the CQMR system validates whether the submitted file meets certain specifications. You can view the file’s validation status in the CQMR. As described in the [next section](#), you also will receive an email explaining the status.

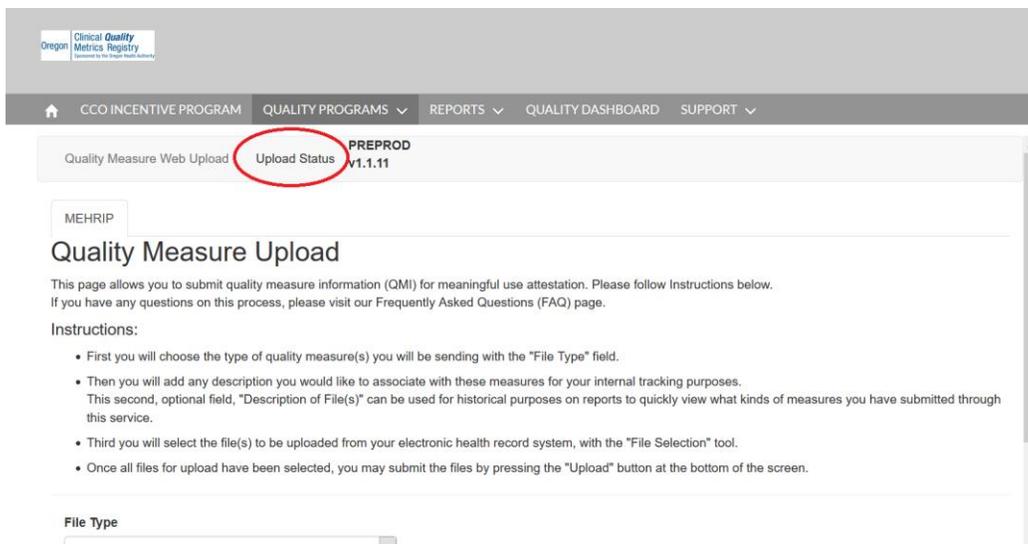
### Accessing the File Upload Status Page

In the CQMR portal, you can view a file’s status on the file upload status page. You can navigate to the page as described below; if you are uploading files in the CQMR portal, you will be taken to the file upload status page after you click the upload button.

1. Log into the CQMR from the OneHealthPort [single sign-on page](#). In the top toolbar of the home screen, click on the Quality Programs tab and select your program from the drop-down menu.



2. This takes you to the Quality Measure Upload page for your program. “Upload Status” will display near the top of the page, and clicking it will take you to the Upload Status page.



3. On the Upload Status page, you can review validation status information, which includes

- information you entered when you uploaded the file (file name, description),
- the date and time the file was uploaded,
- file type,
- status and status message (reason for the validation status),
- the data submitter (the email attached to your OneHealthPort account), and
- transaction Identification (ID).

File Name	Description	Uploaded Time	File Type	Status	Status Message	Data Submitter	Transaction ID
data-sub-csv-1_15_2020.csv		Jan. 15, 2020, 9:09 PM	Data Submission CSV	Validated	Passed	cqmrtest@mihin.org	wZ8CcUW6-6391
data-sub-csv-12_4_2019_RjTKU0B.csv		Dec. 04, 2019, 1:27 PM	Data Submission CSV	Validated	Passed	cqmrtest@mihin.org	BLxs4aWL-6201
data-sub-csv-12_4_2019_2Lr4Dyj.csv		Dec. 04, 2019, 9:08 AM	Data Submission CSV	Validated	Passed	cqmrtest@mihin.org	CwL5Ezg-6200

- For detailed validation information, click on the file name to see upload start time, end time, upload progress, number of errors, and error message(s). These details are broken into two steps: (1) file upload and (2) validation.

File Type	File Name	Status	Status Message	Description	Transaction ID
Data Submission CSV	data-sub-csv-1_15_2020.csv	Validated	Passed		wZ8CcUW6-6391

Step	Passed	Start Time	End Time	Progress %	Errors	Message
File Upload	True	Jan. 15, 2020, 9:09 PM	Jan. 15, 2020, 9:09 PM	100.0	0	Passed
Validation	True	Jan. 15, 2020, 9:09 PM	Jan. 15, 2020, 9:09 PM	100.0	0	Validated File

---- Summary ----  
 Number of duplicate lines: 0  
 Number of unmatched lines: 0  
 ---- Raw Errors ----

Datalake	True	Jan. 15, 2020, 9:09 PM	Jan. 15, 2020, 9:10 PM	100.0	0	Passed
Email	True	Jan. 15, 2020, 9:10 PM	Jan. 15, 2020, 9:10 PM	100.0	0	"No Email" Flag Set. Skipping Email Step

- To help troubleshoot, if one or more rows in a file fail, the file is flagged with an error message, and file status error messages provide detail about which rows failed validation and why.

### File Status Error Messages

Because different programs set different reporting parameters, error messages vary depending on the program for which you are submitting data. Examples for the Medicaid EHR Incentive Program and CCO Incentive Metrics are shown below. For more information about data submission for these programs, see the program-specific training materials on the [CQMR Resources page](#).

### Medicaid EHR Incentive Program

The file validation depends on the file type submitted:

- For a user submitting an Excel template (flat file), required fields must be complete and in the correct format (e.g., the eligible professional’s NPI must be entered in the correct field, with the correct number of digits), and
- For a user submitting a QRDA 3 file, the file must conform to the schematron.

### File Status Error Example – missing provider name and NPI

PREPROD  
v1.1.11

Quality Measure Web Upload    Upload Status

## Quality Measure Web Upload Progress

File Type	File Name	Status	Status Message	Description	Transaction ID
Flat File	CQMR_Medicaid_EP_Excel_template_2019_9.xlsx	Failed	Email sent		HIEIes6D-ogqpFZnMhNNC

Step	Passed	Start Time	End Time	Progress		
				%	Errors	Message
File Upload	True	Mar. 09, 2020, 8:32 PM	Mar. 09, 2020, 8:32 PM	100.0	0	Passed
Validation	False	Mar. 09, 2020, 8:32 PM	Mar. 09, 2020, 8:32 PM	100.0	1	Failure: Provider Name is a required field, Provider NPI is a required field
Failure Email	True	Mar. 09, 2020, 8:32 PM	Mar. 09, 2020, 8:32 PM	100.0	0	Email sent

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### CCO Incentive Metrics

The file validation depends on the type of file submitted and on whether an uploaded file matches to a row of an approved CCO data proposal. More information can be found in the CCO Data Submissions guide on the [CQMR Resources page](#).

- An Excel template must contain Program Year, CCO Unique ID, Organization TIN, Practice TIN and PCPCH ID (if reporting at the practice level), and Provider Name and NPI (used only if reporting at the individual provider level).
- A QRDA 3 file submitted for practice-level reporting must use the naming convention “[Year]\_[CCO ID]\_[PCPCH ID]\_[file name]” (for example, a QRDA 3 file being submitted for Advanced Health from ABC Clinic, with PCPCH ID 12345, for 2019 could be named “2019\_AdvH\_12345\_ABC” or “2019\_AdvH\_12345\_ABC Clinic.”
- A QRDA 3 file submitted for individual provider-level reporting does not require a naming convention. Matching is based on the provider NPI within the QRDA 3 file.

### File Status Error Examples:

- Missing Organization TIN for a reporting organization in row 1 of a file

The screenshot shows the 'Quality Measure Web Upload Progress' interface. At the top, there is a navigation bar with 'CCO INCENTIVE PROGRAM', 'QUALITY PROGRAMS', 'REPORTS', 'QUALITY DASHBOARD', and 'SUPPORT'. Below this, the page title is 'Quality Measure Web Upload Progress' and the version is 'v1.1.11'. A table lists the upload details:

File Type	File Name	Status	Status Message	Description	Transaction ID
Data Submission	CCODataSubmissionTemplate_Year7_2019_11-05-19_v2_NOORGTIN_f6K7pr6.xlsx	Failed	Email sent	Org TIN 001	No GPu6DdHb-i6yi7MNXLbX7

Below the table, a progress summary is shown:

Step	Passed	Start Time	End Time	Progress %	Errors	Message
File Upload	True	Dec. 04, 2019, 2:06 PM	Dec. 04, 2019, 2:06 PM	100.0	0	Passed
Validation	False	Dec. 04, 2019, 2:06 PM	Dec. 04, 2019, 2:06 PM	100.0	1	File Error Percentage(20%) exceeds threshold: 0%

A summary section follows:

---- Summary ----  
 Number of 'Flag ORG TIN missing in required field' lines: 1  
 Number of duplicate lines: 0  
 Number of unmatched lines: 0

---- Raw Errors ----  
 Line 1: Flag ORG TIN missing in required field

At the bottom, a 'Failure Email' row is shown with a status of 'True' and a message of 'Email sent'.

- Missing PCPCH ID for a reporting practice

CCO INCENTIVE PROGRAM | QUALITY PROGRAMS | REPORTS | QUALITY DASHBOARD | SUPPORT

Quality Measure Web Upload Progress

File Type	File Name	Status	Status Message	Description	Transaction ID
Data Submission	CCODataSubmissionTemplate_Year7_2019_11-05-19_v2_NOPCPCH_VJET7Ik.xlsx	Failed	Email sent	PCPCH 001	No nSZSPRMI-QbQvJM0cB3Sz

Step	Passed	Start Time	End Time	Progress %	Errors	Message
File Upload	True	Dec. 04, 2019, 2:05 PM	Dec. 04, 2019, 2:05 PM	100.0	0	Passed
Validation	False	Dec. 04, 2019, 2:05 PM	Dec. 04, 2019, 2:05 PM	100.0	1	File Error Percentage(20%) exceeds threshold: 0%

--- Summary ---  
 Number of 'Missing Practice information in required field(s)' lines: 1  
 Number of duplicate lines: 0  
 Number of unmatched lines: 0

--- Raw Errors ---  
 Line 1: Missing Practice information in required field(s)

Failure Email	True	Dec. 04, 2019, 2:05 PM	Dec. 04, 2019, 2:06 PM	100.0	0	Email sent
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- Missing CCO unique identifier

CCO INCENTIVE PROGRAM | QUALITY PROGRAMS | REPORTS | QUALITY DASHBOARD | SUPPORT

Quality Measure Web Upload Progress

File Type	File Name	Status	Status Message	Description	Transaction ID
Data Submission	CCODataSubmissionTemplate_Year7_2019_11-05-19_v2_NOCCOID_gPURBBk.xlsx	Failed	Email sent	CCO ID 001	No U1vcx1uc-0IQTRZ0dJfHR

Step	Passed	Start Time	End Time	Progress %	Errors	Message
File Upload	True	Dec. 04, 2019, 2:24 PM	Dec. 04, 2019, 2:24 PM	100.0	0	Passed
Validation	False	Dec. 04, 2019, 2:24 PM	Dec. 04, 2019, 2:24 PM	100.0	1	File Error Percentage(20%) exceeds threshold: 0%

--- Summary ---  
 Number of 'Flag CCO ID missing in required field' lines: 1  
 Number of duplicate lines: 0  
 Number of unmatched lines: 0

--- Raw Errors ---  
 Line 1: Flag CCO ID missing in required field

Failure Email	True	Dec. 04, 2019, 2:24 PM	Dec. 04, 2019, 2:24 PM	100.0	0	Email sent
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- Missing Program Year

File Type	File Name	Status	Message	Description	Transaction ID
Data Submission	CCODataSubmissionTemplate_Year7_2019_11-05-19_v2_NOPROGYEAR_J34tDyV.xlsx	Failed	Email sent	Jason Smoke No Program Year 001	xn9aNOHm-dNFffjHyxdG

Step	Passed	Start Time	End Time	Progress %	Errors	Message
File Upload	True	Dec. 04, 2019, 2:03 PM	Dec. 04, 2019, 2:03 PM	100.0	0	Passed
Validation	False	Dec. 04, 2019, 2:03 PM	Dec. 04, 2019, 2:04 PM	100.0	1	File Error Percentage(20%) exceeds threshold: 0%

---- Summary ----  
 Number of 'Year must be a 4 digit number' lines: 1  
 Number of duplicate lines: 0  
 Number of unmatched lines: 0

---- Raw Errors ----  
 Line 1: Year must be a 4 digit number

Failure Email	True	Dec. 04, 2019, 2:04 PM	Dec. 04, 2019, 2:04 PM	100.0	0	Email sent
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- Unmatched lines: rows of submitted data are not matching to the CCO's approved data proposal, for example, a practice's data was included in a CCO's data submission, but the practice was not listed in the CCO's data proposal

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[REPORTS](#)
[QUALITY DASHBOARD](#)
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File Type	File Name	Status	Message	Description	Transaction ID
Data Submission	CCODataSubmissionTemplate_Year7_2019_11-05-19_v2DUPLICATELINES_jdb.xlsx	Failed	Email sent		REy3iVCw-xpL0gq4QaWRf

Step	Passed	Start Time	End Time	Progress %	Errors	Message
File Upload	True	Dec. 04, 2019, 9:02 AM	Dec. 04, 2019, 9:02 AM	100.0	0	Passed
Validation	False	Dec. 04, 2019, 9:02 AM	Dec. 04, 2019, 9:03 AM	100.0	7	File Error Percentage(117%) exceeds threshold: 0%

---- Summary ----  
 Number of duplicate lines: 1  
 Number of unmatched lines: 6

---- Raw Errors ----  
 Line 1: unmatched line  
 Line 2: unmatched line  
 Line 3: unmatched line  
 Line 4: unmatched line  
 Line 5: unmatched line  
 Line 6: duplicate lineunmatched line

Failure Email	True	Dec. 04, 2019, 9:03 AM	Dec. 04, 2019, 9:03 AM	100.0	0	Email sent
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## File Validation Email Explanation

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Any time you submit a quality file – whether by file upload in the CQMR or by Direct secure message, SFTP, or API – you will automatically receive an email notification detailing the validation status of the submitted quality file. For each file submitted, the validation status summary will include the transaction ID, file name, and a status message for each file. Files will be grouped by those that passed and those that did not pass successfully.

*TIP: If you encounter an error and need to contact the help desk, the email notification is useful for identifying the issue that needs to be resolved.*

Similar to the [file upload status page](#) in the CQMR portal, the “Status Message” column of the email will indicate that a file passed validation or, if a file failed validation, detail the reason(s). Examples are shown below.

### Medicaid EHR Incentive Program Validation Emails

As noted [above](#), the file validation depends on the file type submitted:

- For a user submitting an Excel template (flat file), required fields must be complete and in the correct format (e.g., the eligible professional’s NPI must be entered in the correct field, with the correct number of digits), and
- For a user submitting a QRDA 3 file, the file must conform to the schematron.

Example emails are shown below.

- File Status Passed Validation

**Subject:** CQMR File Submission Summary

Dear Healthcare Provider,

Thank you for your recent file submission of s. **We received 1 file(s) and 1 passed successfully.**

The following files were processed successfully.

Transaction ID	Submitter	File Name	File Description	Status Message
b4u10UJd-6444	<a href="mailto:cqmrtest@mihin.org">cqmrtest@mihin.org</a>	Base_Test_02032020_Retest.xlsx		

Please coordinate with the Clinical Quality Metrics Registry (CQMR) Support Team at [help@oregon-cqmr.org](mailto:help@oregon-cqmr.org). For more information on the Medicaid EHR incentive program, please visit [www.MedicaidEHRIncentives.oregon.gov](http://www.MedicaidEHRIncentives.oregon.gov).

For more information about CCO incentive measures, please visit <http://www.oregon.gov/oha/HPA/ANALYTICS/Pages/CCO-Baseline-Data.aspx>.

Thank you!  
Clinical Quality Metrics Registry Support Team

- **File Status Failed Validation**

**Subject:** CQMR File Submission Summary

Dear Healthcare Provider,

Thank you for your recent file submission of s. **We received 1 file(s) and 0 passed successfully.**

The following files did not pass successfully:

Transaction ID	Submitter	File Name	File Description	Status Message	Error Summary
SlrpNyll-6jp74yUds16x	<a href="mailto:cqmrtest@mihin.org">cqmrtest@mihin.org</a>	CQMR_Medicaid_EP_Excel_template_2019_updates_test_again.xlsx		Failed: Failure: Provider TIN is 9 digits	

Please coordinate with the Clinical Quality Metrics Registry (CQMR) Support Team at [help@oregon-cqmr.org](mailto:help@oregon-cqmr.org). For more information on the Medicaid EHR incentive program, please visit [www.MedicaidEHRIncentives.oregon.gov](http://www.MedicaidEHRIncentives.oregon.gov).

For more information about CCO incentive measures, please visit <http://www.oregon.gov/oha/HPA/ANALYTICS/Pages/CCO-Baseline-Data.aspx>.

Thank you!  
Clinical Quality Metrics Registry Support Team

### CCO Incentive Metrics Validation Emails

As noted [above](#), the file validation depends on the type of file submitted and on whether an uploaded file matches to a row of an approved CCO data proposal. More information can be found in the CCO Data Submissions guide on the [CQMR Resources page](#).

- Excel template must contain Program Year, CCO Unique ID, Organization TIN, Practice TIN and PCPCH ID (if reporting at the practice level), and Provider Name and NPI (used only if reporting at the individual provider level).
- QRDA 3 file must include (1) in the file name the Program Year, CCO Unique ID, and PCPCH ID and (2) within the file the provider NPI (if reporting at the individual provider level)

File validation email examples:

- File Status Email Passed Validation

**From:** [noreply.demo@mihin.org](mailto:noreply.demo@mihin.org) <[noreply.demo@mihin.org](mailto:noreply.demo@mihin.org)>  
**Sent:** Tuesday, November 26, 2019 8:52 AM  
**To:** CQMR Test <[CQMRTest@mihin.org](mailto:CQMRTest@mihin.org)>  
**Subject:** CQMR File Submission Summary

Dear Healthcare Provider,

Thank you for your recent file submission of 5. **We received 1 file(s) and 1 passed successfully.**

The following files were processed successfully.

Transaction ID	Submitter	File Name	File Description	Status Message
BDTCcZ06-39931	<a href="mailto:cqmrtest@mihin.org">cqmrtest@mihin.org</a>	TestCCO4_Excel_11-22-19v3_JB_YdmAHuG.xlsx		Validated File

Please coordinate with the Clinical Quality Metrics Registry (CQMR) Support Team at [help@oregon-cqmr.org](mailto:help@oregon-cqmr.org). For more information on the Medicaid EHR incentive program, please visit [www.MedicaidEHRIncentives.oregon.gov](http://www.MedicaidEHRIncentives.oregon.gov).

For more information about CCO incentive measures, please visit <http://www.oregon.gov/oha/HPA/ANALYTICS/Pages/CCO-Baseline-Data.aspx>.

Thank you!  
Clinical Quality Metrics Registry Support Team

- File Status Email Failed Validation (different errors in different rows)

**Subject:** CQMR File Submission Summary

Dear Healthcare Provider,

Thank you for your recent file submission of s. **We received 1 file(s) and 0 passed successfully.**

The following files did not pass successfully:

Transaction ID	Submitter	File Name	File Description	Status Message	Error Summary
j98OGL83-5v40drDKyIHl	<a href="mailto:cqmrtest@mihin.org">cqmrtest@mihin.org</a>	TestCCO2_Excel_DS.xlsx	TestCCO2	Failed: File Error Percentage(100%) exceeds threshold: 0%	<p>---- Summary ----</p> <p>Number of 'Flag ORG TIN missing in required field' lines: 5            Number of 'Missing Provider information in required field' lines: 2            Number of duplicate lines: 0            Number of unmatched lines: 0</p> <p>---- Raw Errors ----</p> <p>Line 1: Missing Provider information in required field            Line 2: Missing Provider information in required field            Line 137: Flag ORG TIN missing in required field            Line 138: Flag ORG TIN missing in required field            Line 139: Flag ORG TIN missing in required field            Line 140: Flag ORG TIN missing in required field            Line 141: Flag ORG TIN missing in required field</p>

Please coordinate with the Clinical Quality Metrics Registry (CQMR) Support Team at [help@oregon-cqmr.org](mailto:help@oregon-cqmr.org). For more information on the Medicaid EHR incentive program, please visit [www.MedicaidEHRIncentives.oregon.gov](http://www.MedicaidEHRIncentives.oregon.gov).

For more information about CCO incentive measures, please visit <http://www.oregon.gov/oha/HPA/ANALYTICS/Pages/CCO-Baseline-Data.aspx>.

Thank you!  
Clinical Quality Metrics Registry Support Team