

MEDICAID EHR INCENTIVE PROGRAM eCQM SUBMISSION – STEP-BY-STEP GUIDE

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Introduction

This guide provides the steps to submit electronic clinical quality measures (eCQMs) for Oregon’s Medicaid EHR Incentive Program (MEHRIP) using the CQMR system.

First, you’ll decide what format to use for the data and prepare your data. You can submit your eCQM data in one of two formats: (1) a MEHRIP Excel template (attestation option) or (2) Quality Reporting Document Architecture Category III (QRDA 3) file.

Once the data is ready to go, you can submit it by uploading it in the CQMR portal or by using Direct Secure Messaging (DSM), SFTP, or API.

What's New for 2019 Reporting

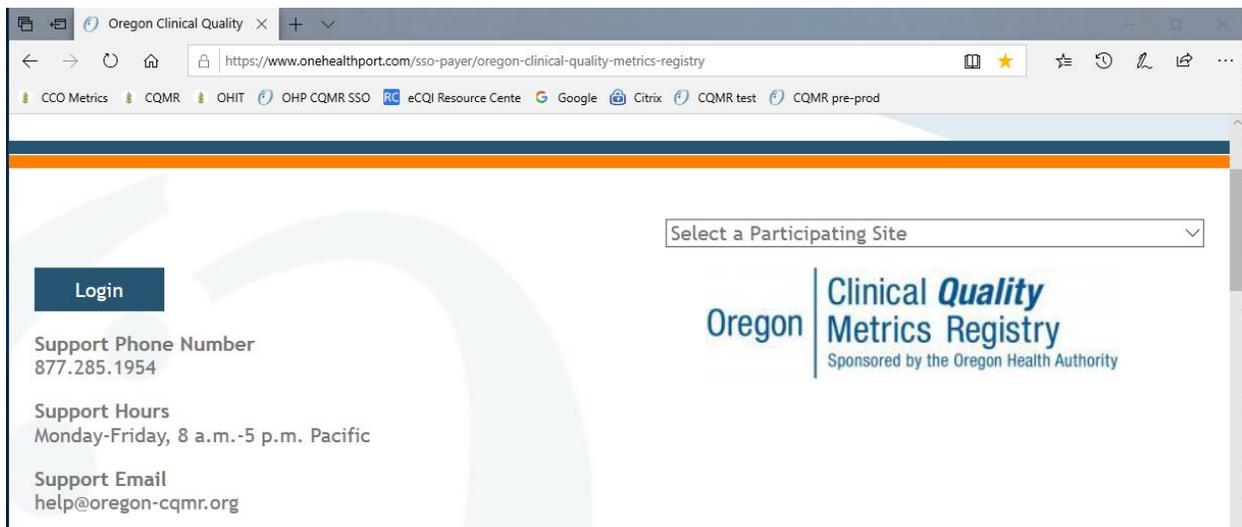
We have made several changes for 2019.

- The MEHRIP Excel template has been updated for 2019, reflecting changes in the measure set. Please download the current version of the template from the [Program Year 2019](#) webpage.
- We are offering an option for consolidating QRDA 3 files to support providers who practice in multiple locations. You'll find more information in the [QRDA 3](#) section below.
- Internet Explorer 11 is no longer supported as an option to access the CQMR. Instead, please use Chrome, Firefox, Edge, or Safari.

Accessing the CQMR

Before you can submit data in the CQMR, your organization needs to complete [onboarding](#), and you need to be assigned a Quality Reports and Data Entry [role](#).

Once those steps are done, you'll access the CQMR through the [OneHealthPort](#) single sign-on service. You'll start at [this page](#) (screenshot below) to log onto the CQMR. For better security, the CQMR uses multi-factor authentication, which you can do with either Google authenticator or a one-time password emailed to you.



Data Format Options

You can submit eCQM data in the MEHRIP Excel template or in QRDA 3 file.

MEHRIP Excel Template

If you choose the attestation option, complete a MEHRIP Excel template with the required fields for each eligible professional (EP). The template is updated annually to reflect changes in the eCQM measure set, so be sure to use the version for the correct reporting year. Each EP's data needs to be submitted in a separate file.

TIP: Although the template contains all eCQMs available for 2019 reporting, each EP needs to report only six eCQMs.

To prepare the template, follow these steps.

1. Download the template from the [Program Year 2019](#) webpage.
2. Complete the identifying information portion of the template. This includes
 - a. Eligible Professional Name (*Required*).
 - b. Eligible Professional NPI (*Required*).
 - c. Measurement Year (*Required, with format MM/DD/YYYY-MM/DD/YYYY*).

TIP: For users' convenience, the 2019 template has the measurement year prepopulated as 01/01/2019-12/31/2019. EPs past their first year of meaningful use must report their eCQMs for a full year. EPs who are reporting meaningful use for the first time may report for 90 days. If an EP is reporting for 90 days, simply edit the dates, being sure to maintain the MM/DD/YYYY-MM/DD/YYYY format.

- d. Clinic Tax ID Number (TIN) (Optional).
3. Fill in the quality data for 6 eCQMs.
 - a. Numerator.
 - b. Denominator.
 - c. Exclusions (grayed out for measures that do not contain exclusions).
 - d. Exceptions (grayed out for measures that do not contain exceptions).
 - e. Performance (this will calculate automatically).

TIP: The template includes an “error” column to help prevent data entry problems; if the numerator and denominator are reversed, the error message “Error – Numerator is greater than Denominator” will display, to flag the error for correction before submitting the template.

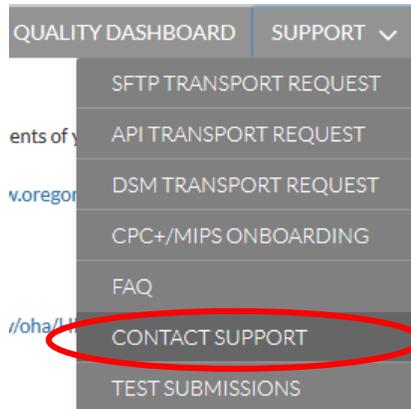
Once you have completed those steps, the MEHRIP Excel file is ready to be submitted via web upload, DSM, API, or SFTP, as described below.

QRDA 3

To use the QRDA 3 option, you will need to generate the file(s) for the eligible professional from your EHR, following guidance from your EHR vendor.

Your EHR may generate multiple QRDA 3 files for a single EP. This may happen, for example, if the EP provided services at more than one clinic during 2019. CMS program rules, however, require a single eCQM submission per EP. In that situation, you have two options:

1. Use the MEHRIP [Excel template](#) to attest to the eCQMs.
2. Work with the Velatura team to have the QRDA 3 files for the EP aggregated into a single file. This functionality is being piloted for 2019 reporting. Although the Velatura team has tested files from many EHRs, not all EHRs have been tested at this time. If you would like to be an early adopter, we want to make sure you have plenty of time to work with the Velatura team to troubleshoot any issues. **If you want to use this option, you will need to do these steps and submit your QRDA 3 files by February 28, 2020.**
 - a. Contact the Velatura CQMR help desk to begin the process, either in the CQMR portal or by email.
 - i. In the CQMR portal, go to the Support tab and select Contact Support to complete a help desk ticket. Please include “QRDA 3 aggregation request” in the subject line of your ticket. As a time-saving step, you can attach the QRDA 3 files to the help desk ticket. Click Submit when you are done.



CONTACT CUSTOMER SUPPORT

TELL US HOW WE CAN HELP. 1-877-285-1954

*SUBJECT

*DESCRIPTION

[Upload Files](#)

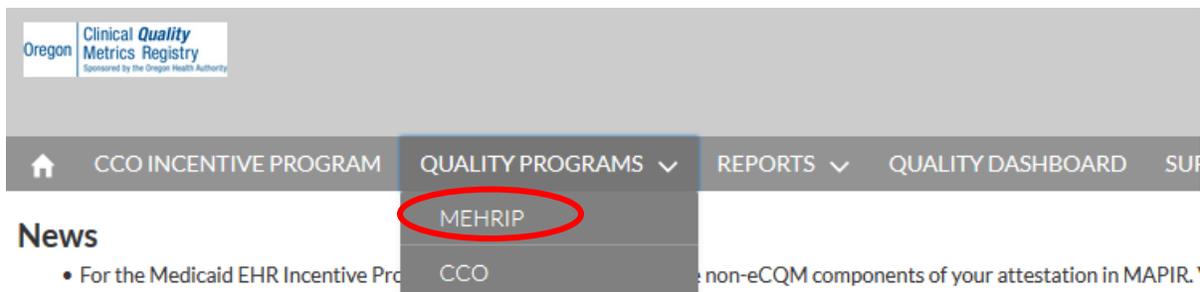
- ii. Alternatively, you can email your request to the help desk at help@oregon-cqmr.org. To help us process your request quickly, please include “QRDA 3 aggregation request” in the subject line of your email. If you are attaching QRDA 3 files to your email, please zip them by provider and name accordingly – for example, one zip file for Jane Doe’s files named “Jane Doe” or by her NPI and a separate zip file for Bob Roe’s files named “Bob Roe” or by his NPI.

Data submission options

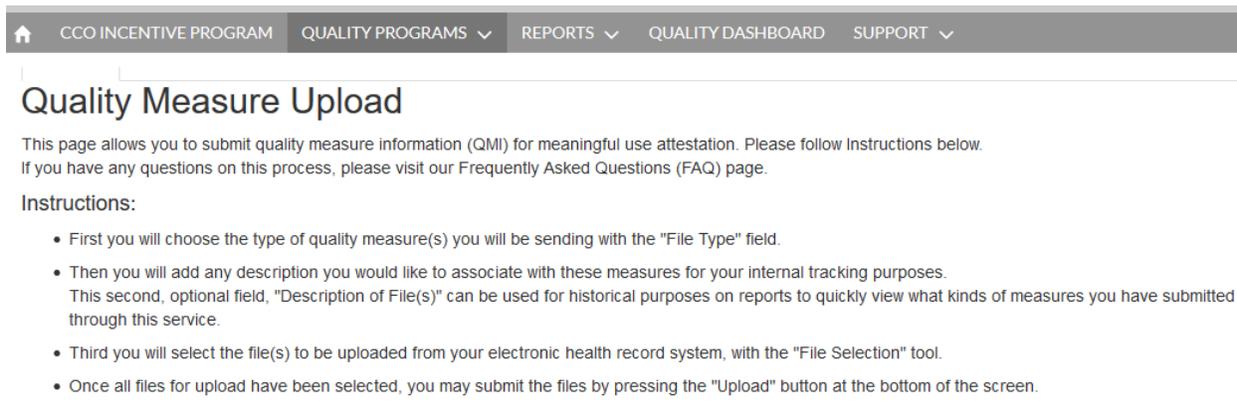
Once your data is ready to be submitted, you have multiple options. You can upload files in the CQMR portal or you can onboard to other options if you prefer to send data using Direct Secure Messaging, STFP, or API.

Web Upload Data Submission

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 the Quality Programs tab and then select MEHRIP from the drop-down.



2. Under the "File Type" drop-down menu, select either "eQCM QRDA Category III" for QRDA 3 or "Flat File" for the MEHRIP Excel template, depending on the [data format](#) you are using.



3. Enter a description of the file(s) in the field provided. Though optional, this is helpful, particularly if you do reporting for multiple EPs.

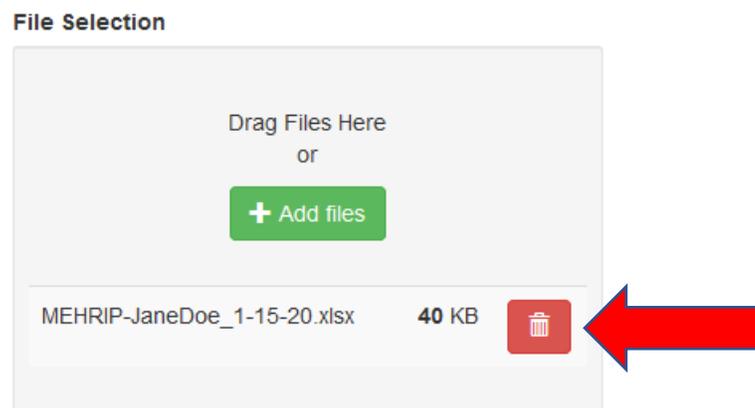
File Type

Flat File

Description of File(s)

Excel template for Dr. Jane Doe 1/15/20

4. You can upload one or more files at a time, as long as they are all the same file type, that is, all MEHRIP Excel files or all QRDA 3 files. Upload files, including zip files, in one of two ways:
 - a. Drag and drop the file(s) from your desktop or other file location into the “File Selection” upload box, *or*
 - b. Click the “Add files” button in the upload box and then select the file to submit.
5. If you accidentally upload a file you didn’t mean to submit, simply click the red garbage can icon by the file to delete it.



6. Click “Upload” to submit the file(s). You will get a confirmation pop-up and can click “OK” to proceed or “Cancel” to go back to the previous screen.

NOTE: If multiple files are submitted for a single EP, the last file received will be used.

7. 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 on “Upload Status.” The CQMR system also will send a file validation status email to the submitting user once this is complete.

The screenshot shows the top navigation bar with tabs: CCO INCENTIVE PROGRAM, QUALITY PROGRAMS, REPORTS, QUALITY DASHBOARD, and SUPPORT. Below the navigation bar, there is a header area with 'Quality Measure Web Upload', 'Upload Status' (circled in red), 'PREPROD 1.1.11', and a note: 'To Refresh this Page click the Upload Status Page tab'. A green message box says 'Thank you for your submission!'. Below that is the section 'Quality Measure Upload Status' with a sub-header 'You will receive an email notification of file(s) submitted and the status of each file. If a file fails validation, the email will contain information on why validation failed and instructions to help you resolve the issue for resubmission.' There is a search bar and a table with columns: File Name, Description, Uploaded Time, File Type, Status, Message, Data Submitter, and Transaction ID.

8. When you submit file(s), OHA’s Medicaid EHR Incentive Program team is notified automatically.

Direct Secure Messaging, SFTP, and API Data Submission

Onboarding for Data Transport Options

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

1. 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.

The screenshot shows the top navigation bar with the 'SUPPORT' tab selected. A dropdown menu is open, listing the following options: SFTP TRANSPORT REQUEST, API TRANSPORT REQUEST, DSM TRANSPORT REQUEST, CPC+/MIPS ONBOARDING, FAQ, CONTACT SUPPORT, and TEST SUBMISSIONS. Below the navigation bar, there is a 'News' section with two bullet points and a 'Training materials' section with two bullet points.

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

Initiate API onboarding for CQMR

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
- STFP – 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.
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.