ECIP Management Interface Training

18 February 2020

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Training Resources

All webinars will be recorded and available for download at

https://hscrc.maryland.gov/Pages/CareRedesign.aspx

Questions can be directed to

Care.Redesign@crisphealth.org

Another training webinar will be held Friday, February 21 from 3 – 4p if you have colleagues unable to attend this session.

Reference Documentation

Detailed documentation for today's content can be found on the HSCRC website or on the CRS Portal:

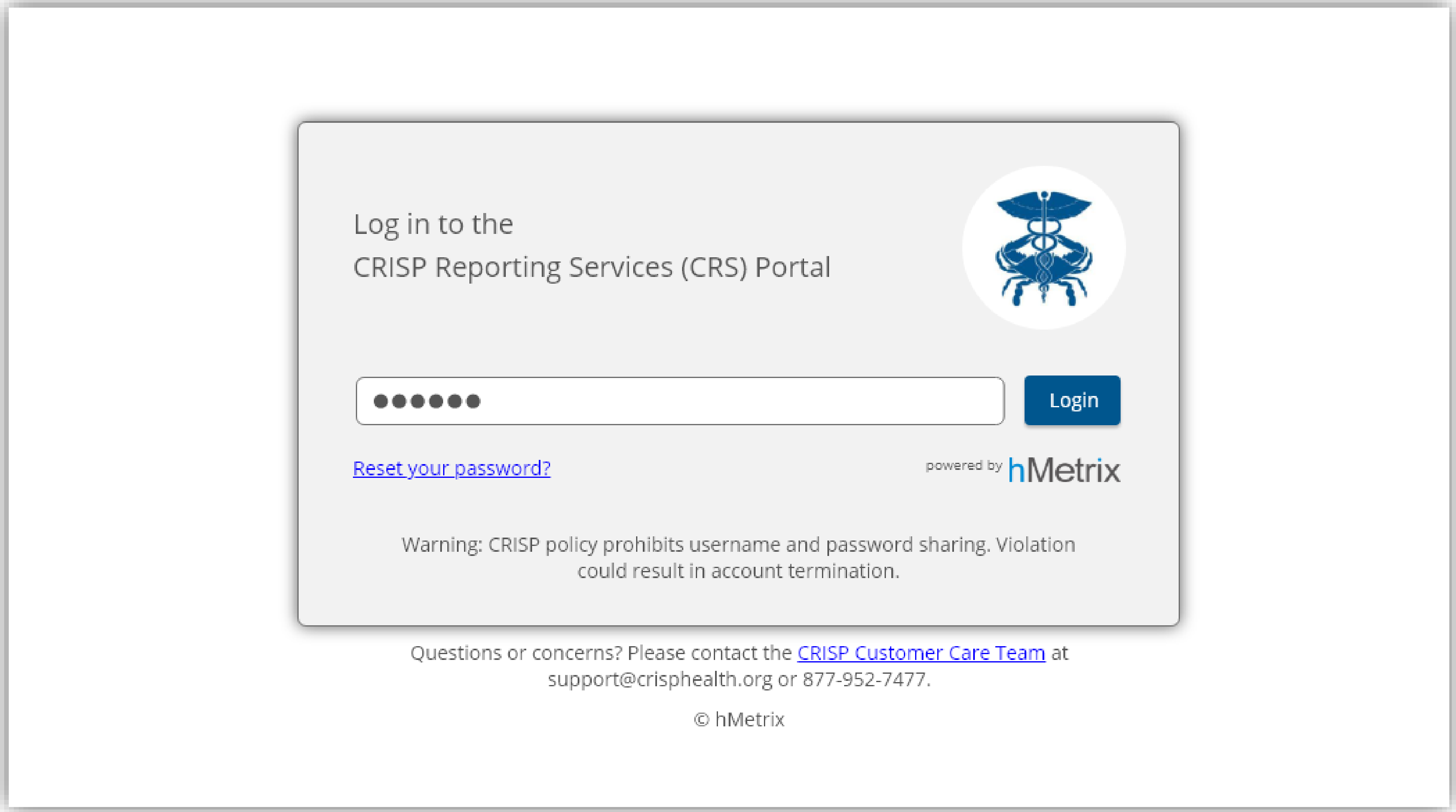
ECIP Data Submission & Management Card > References

All numbers and examples in this presentation are for illustrative purposes only and do not represent real data for any hospital. Some examples have been simplified for brevity. See above specifications for full details of all steps.

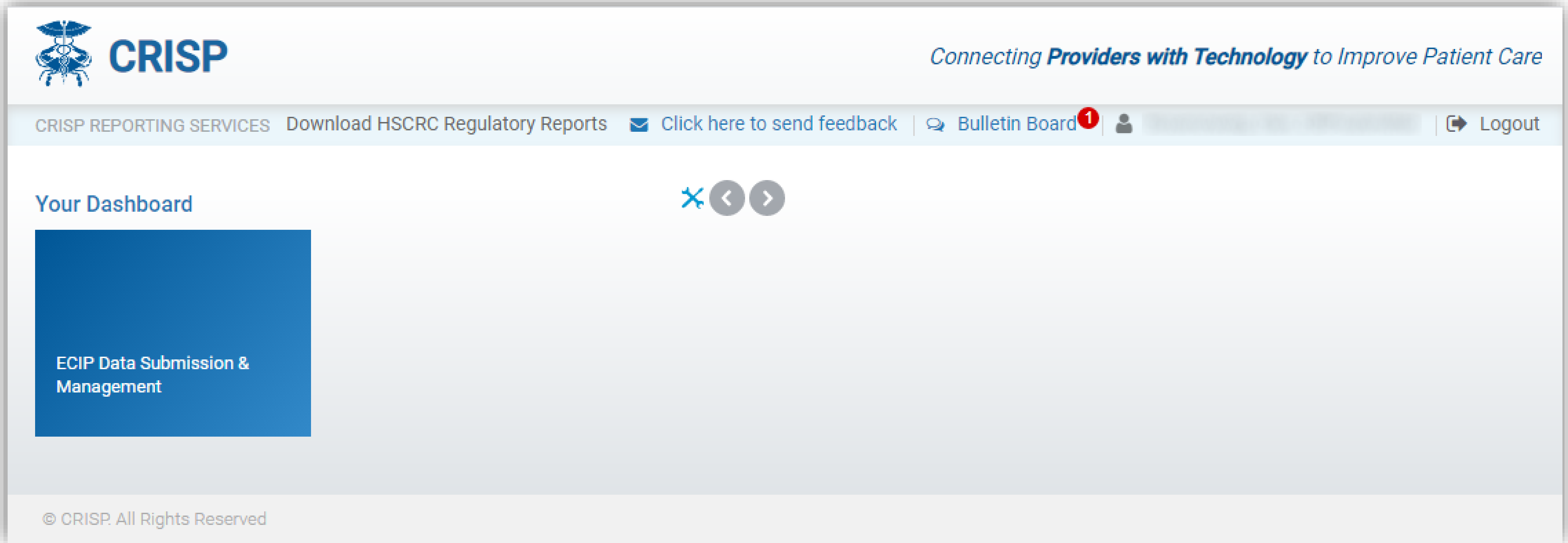
Same Single Access Point - LogOnce

The ECIP Management Interface can be accessed at https://crp.crisphealth.org using the same credentials as all other CRS services.

Alternatively, you can go to the CRS Landing Page and navigate from the new card that can be found there.



New Landing Page Card – ECIP Management



Users with access to the ECIP Management Interface will see a new card title ‘ECIP Data Submission & Management’ on the CRS Landing Page.

If you require access but do not see this card, contact your hospital POC for CRS user provisioning.

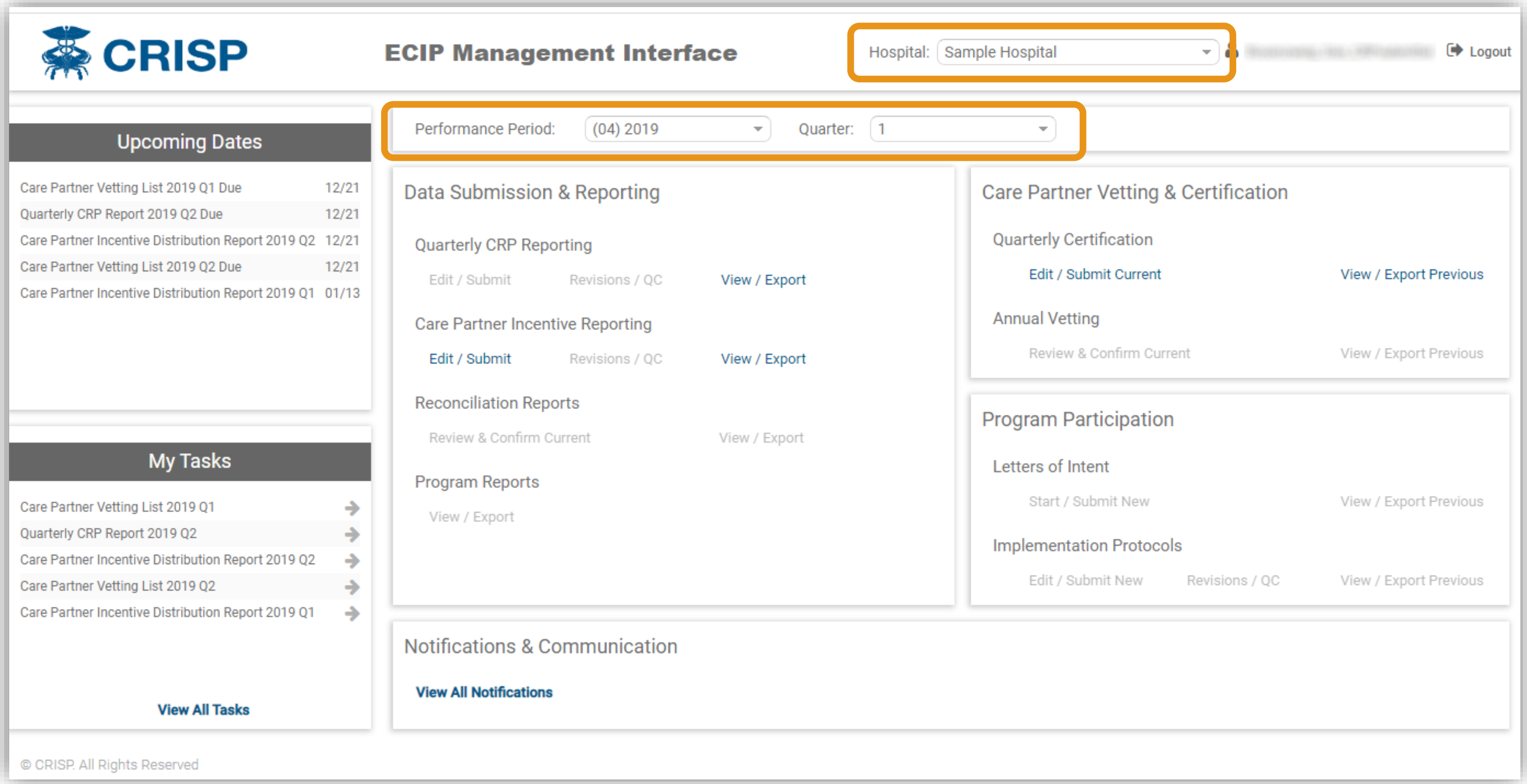
Live Demonstration

Available for review in webinar recording on the HSCRC website

ECIP Management Dashboard Overview

After logging in, you will be presented with the ECIP Management Dashboard. This page contains links to all modules and workflows in the system.

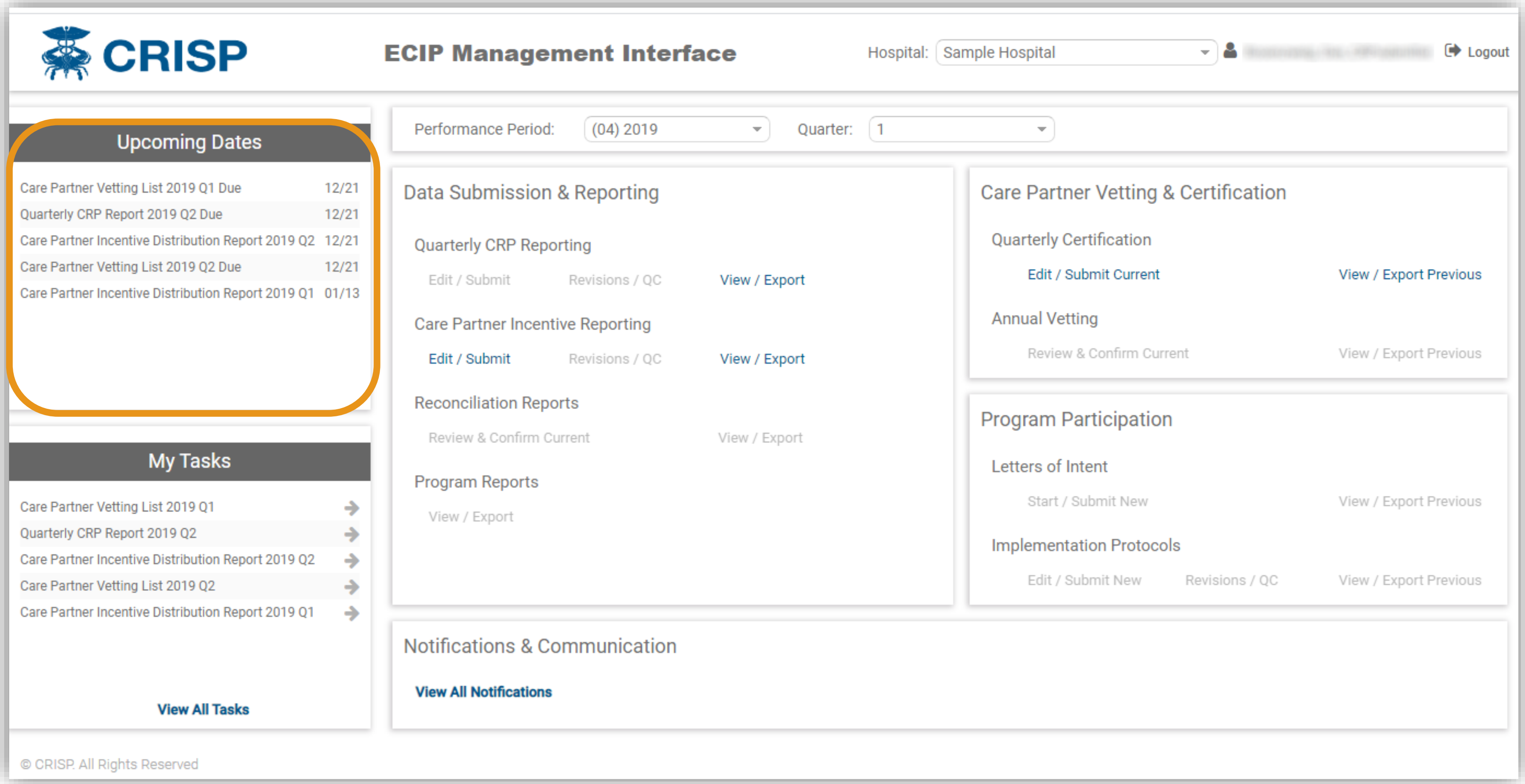
At the top of the page are drop-downs to select the participant and performance period for which you want to view or submit data.



ECIP Management Dashboard Overview

The upper left-hand pane contains upcoming dates and submission deadlines.

These dates are taken from the CRP calendar and are the same dates that you will see in other CRP communications, consolidated here for quick reference.

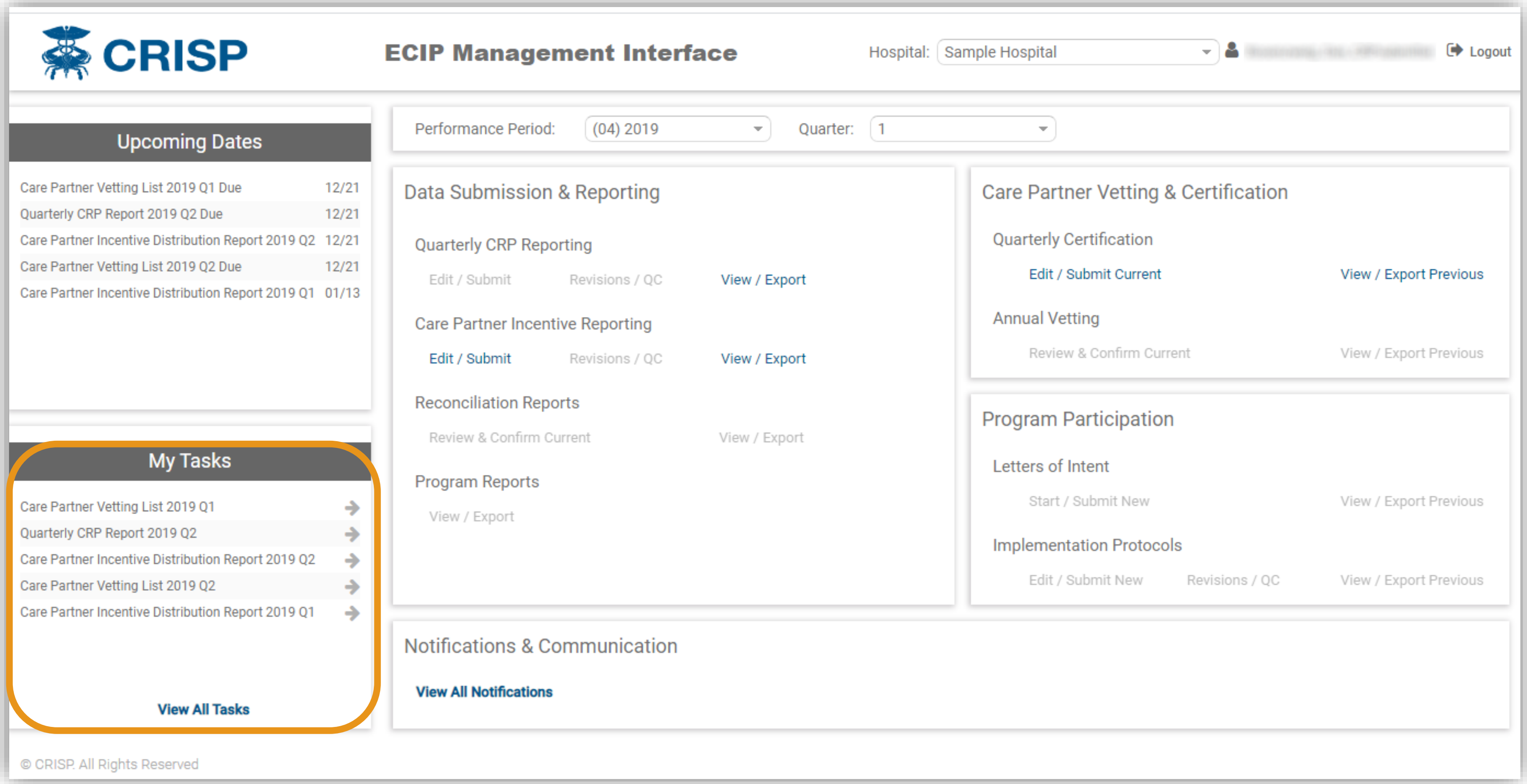


ECIP Management Dashboard Overview

The bottom left-hand pane contains a list of open tasks assigned to the current user.

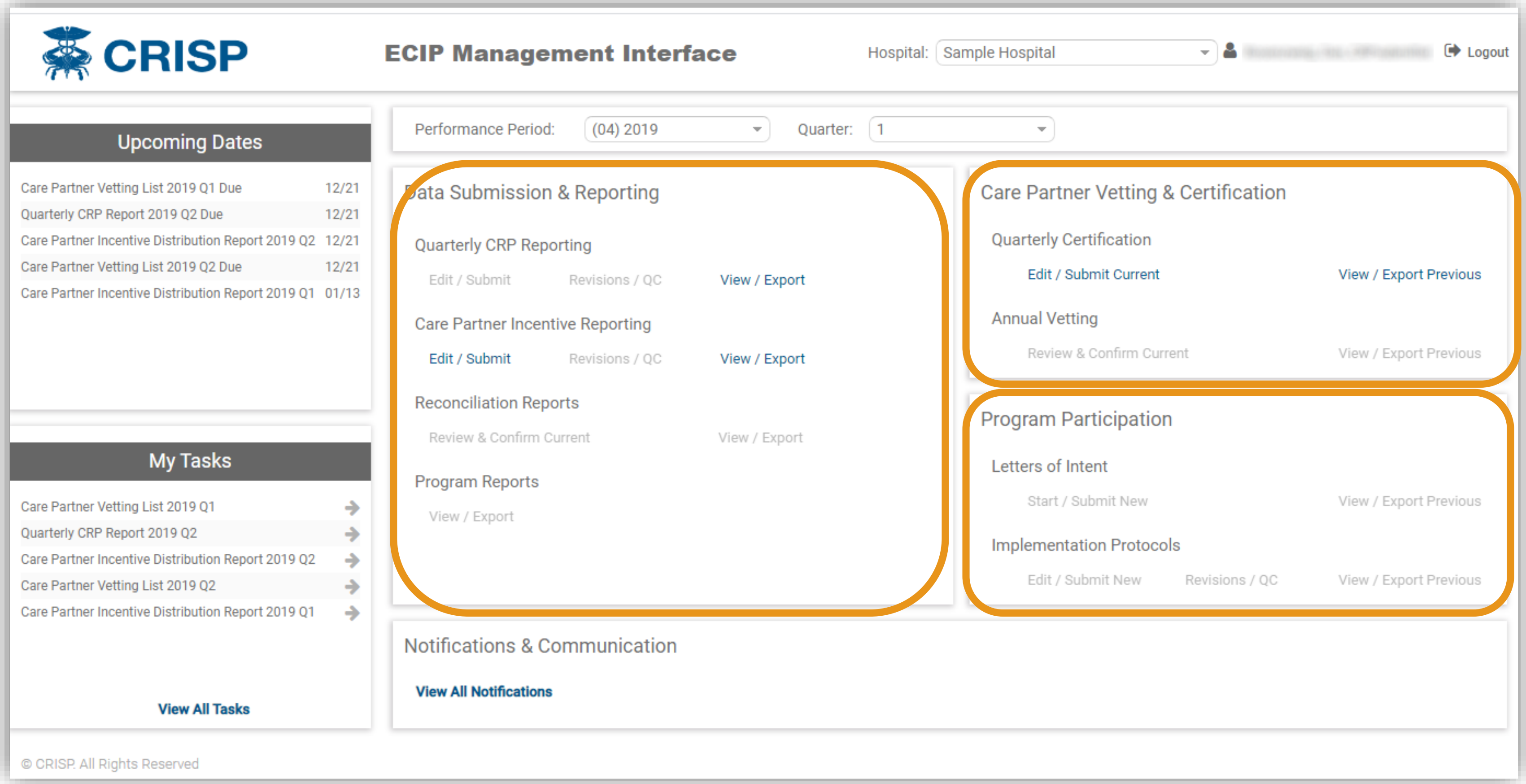
Tasks are generated automatically based on the CRP calendar, and email notifications are sent to users informing them of new tasks or upcoming deadlines.

To access the Task Center, click the 'View All Tasks' link.



ECIP Management Dashboard Overview

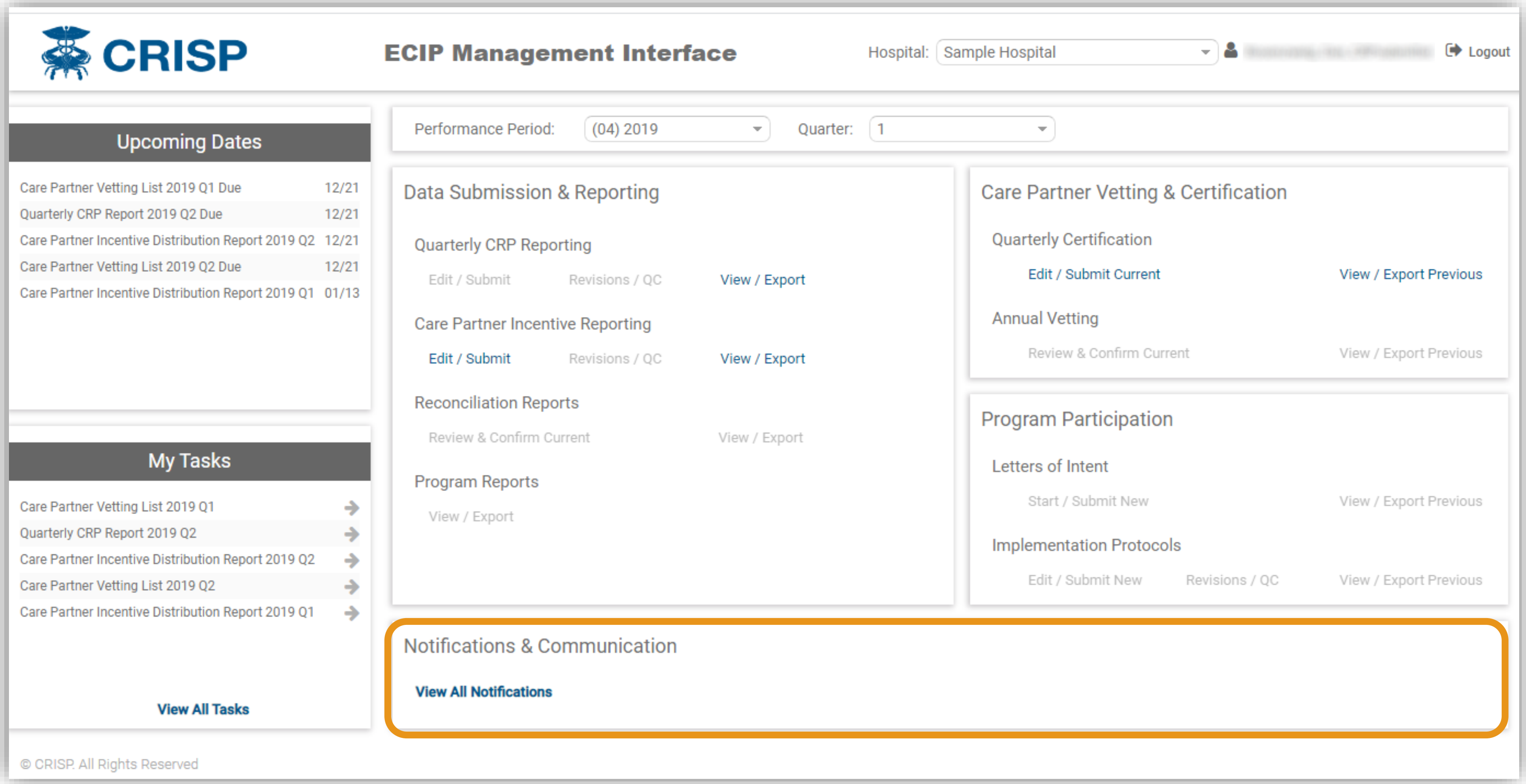
The three middle panes contain links to view and submit data corresponding to the workflows for ECIP administration. These are broken into three areas: Data Submission & Reporting, Care Partner Vetting & Certification, and Program Participation. Each area contains modules for all reporting requirements in that area.



Each module contains links to begin a submission, revise or correct an existing submission, or view past submissions. The slides that follow will describe these in detail.

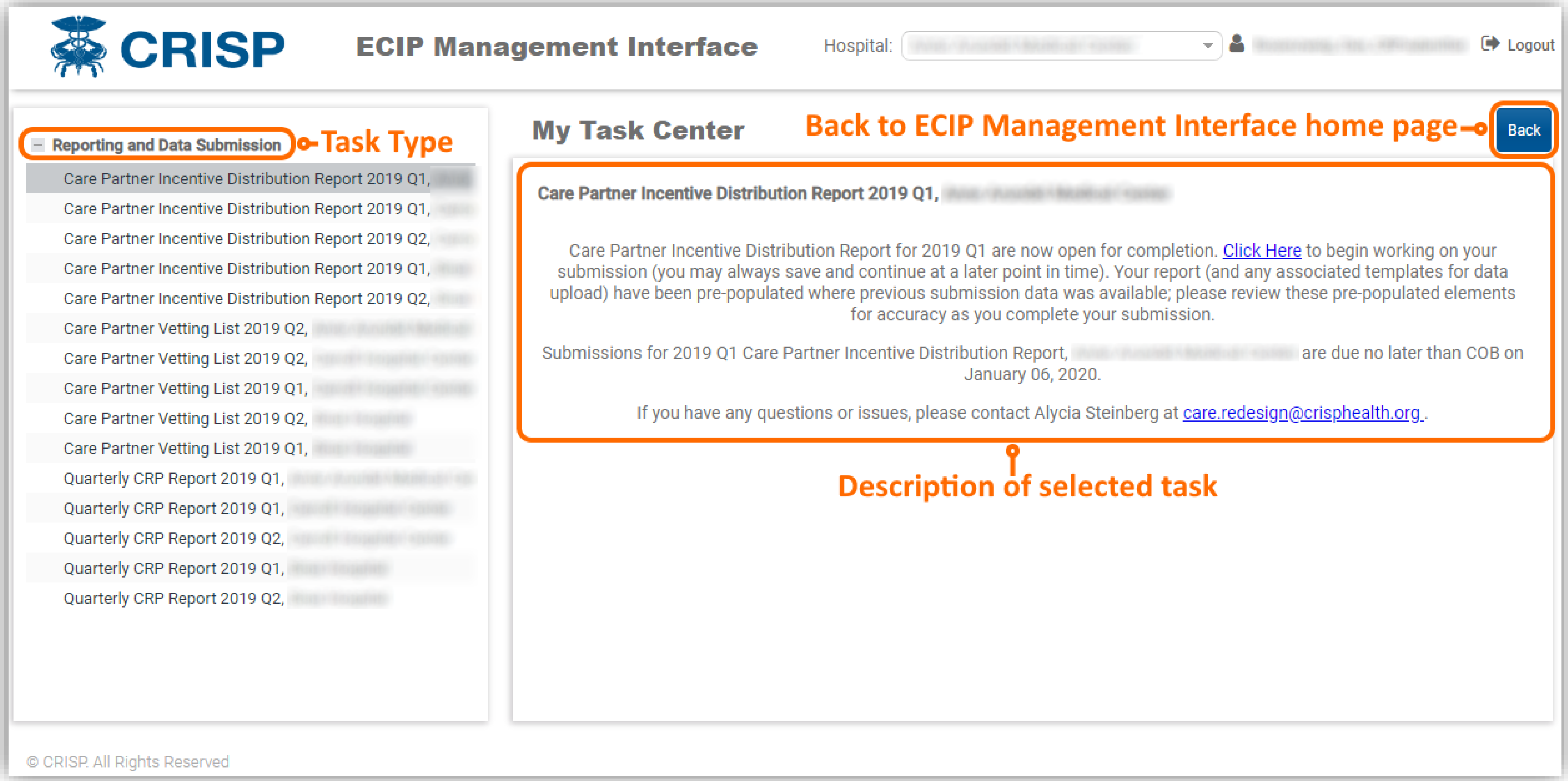
ECIP Management Dashboard Overview

Finally, the bottom pane contains CRP notifications and communication. This module is not active for the current release, but in the future copies of all CRP communication will be found here to facilitate easier lookup of past information sent by CRISP or the HSCRC relating to CRP reporting and administration.



Task Center

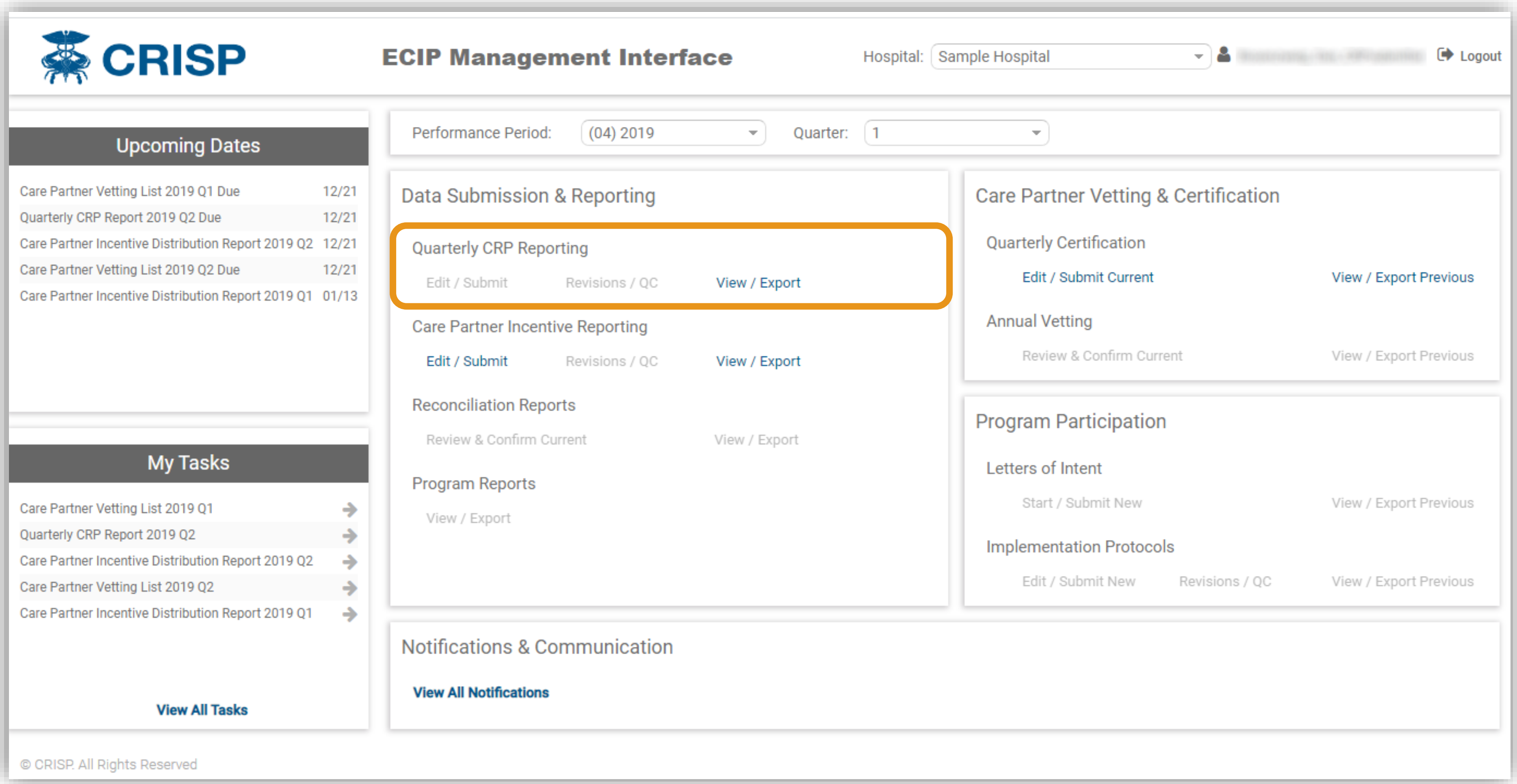
The Task Center contains a list of all open tasks currently assigned to you. Most hospital users will only see 1-3 tasks at a time. Clicking on a task brings up a detailed description with due date, link to access the workflow to start the task, and point of contact for any questions. Tasks are generated automatically as CRP deadlines approach, and email notifications are sent to users when this occurs.



Workflow Walkthrough: Quarterly CRP Reporting

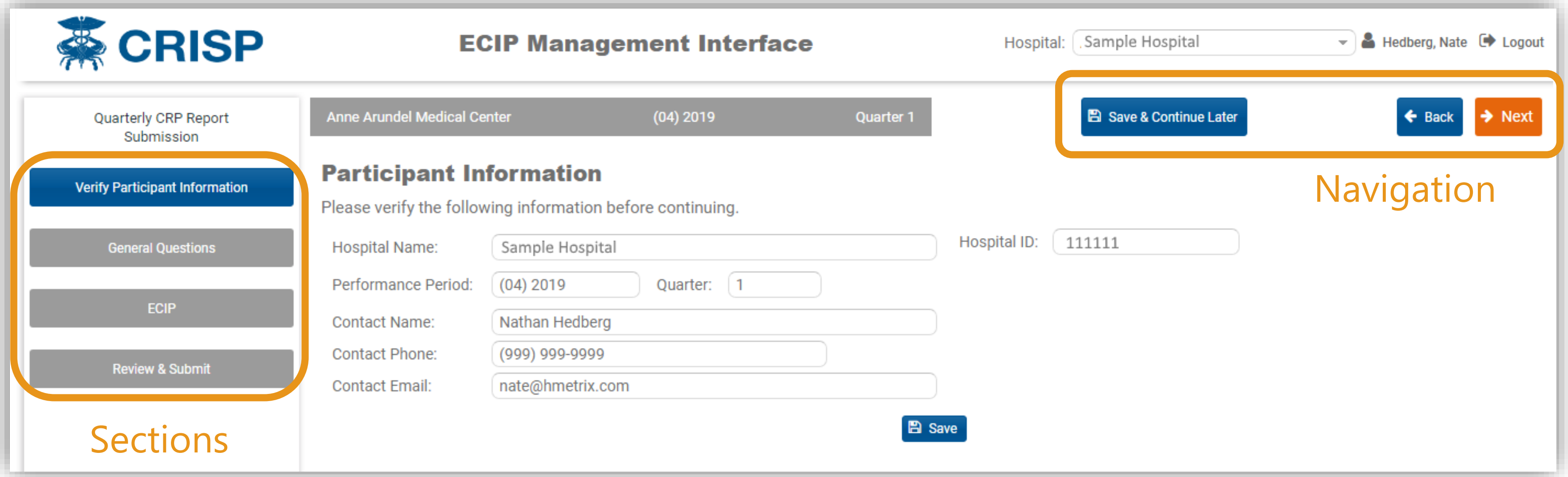
To begin a new submission, click the active ‘Edit / Submit’ link in the appropriate module.

To view or export past submissions, simply click the active ‘View / Export’ link in the same area.

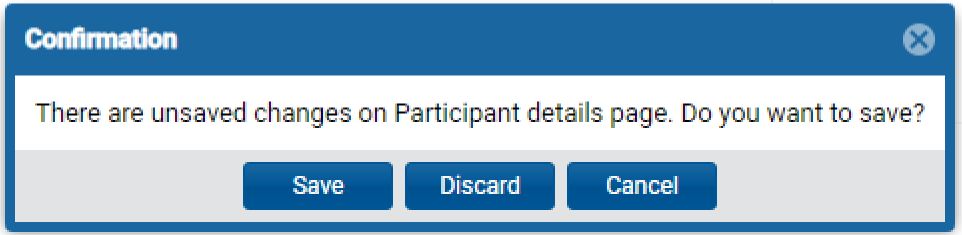


Data Submission – Quarterly CRP Reporting (1 of 9)

After starting a submission, you will see a list of sections to be completed on the left of the page, with the current section highlighted. Use the Next and Back navigation buttons to move through the workflow to complete all required sections.



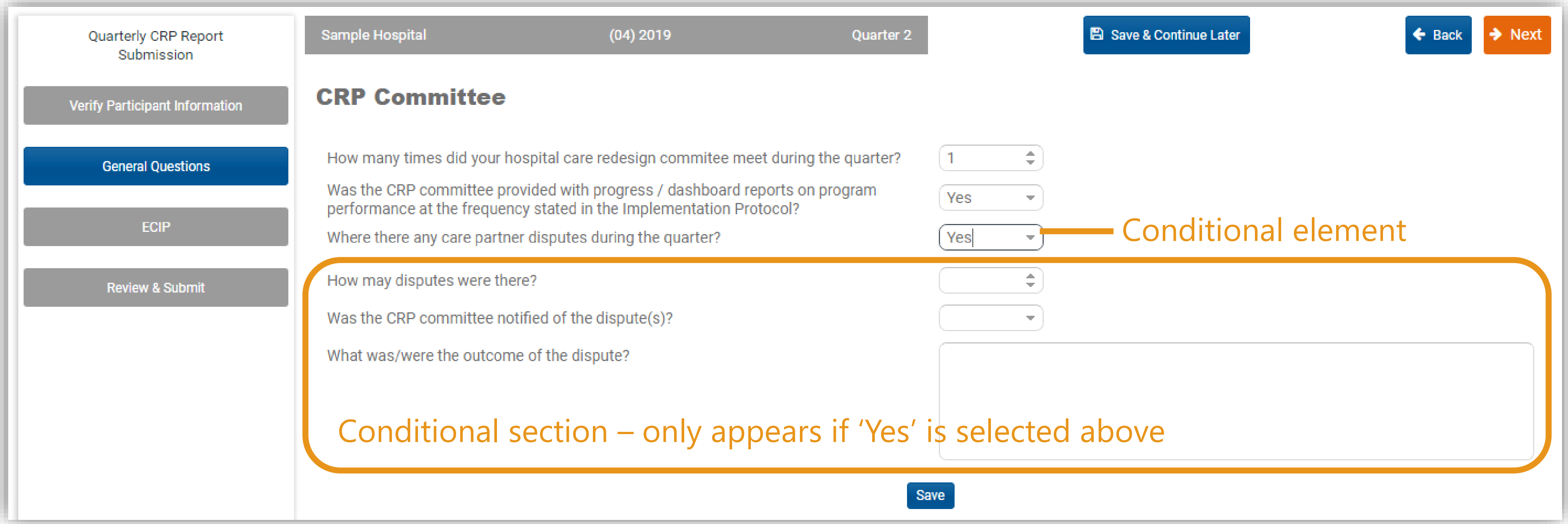
You can save at any time using the Save button at the bottom of the screen. Use the 'Save & Continue Later' button to return to the landing page and complete your submission at a later point.



Data will be pre-populated where available.

If you attempt to navigate away from a screen without saving, you will be prompted to save or discard any changes, or cancel the navigation request. This functionality is the same across all workflows in the Management Interface.

Data Submission – Quarterly CRP Reporting (2 of 9)



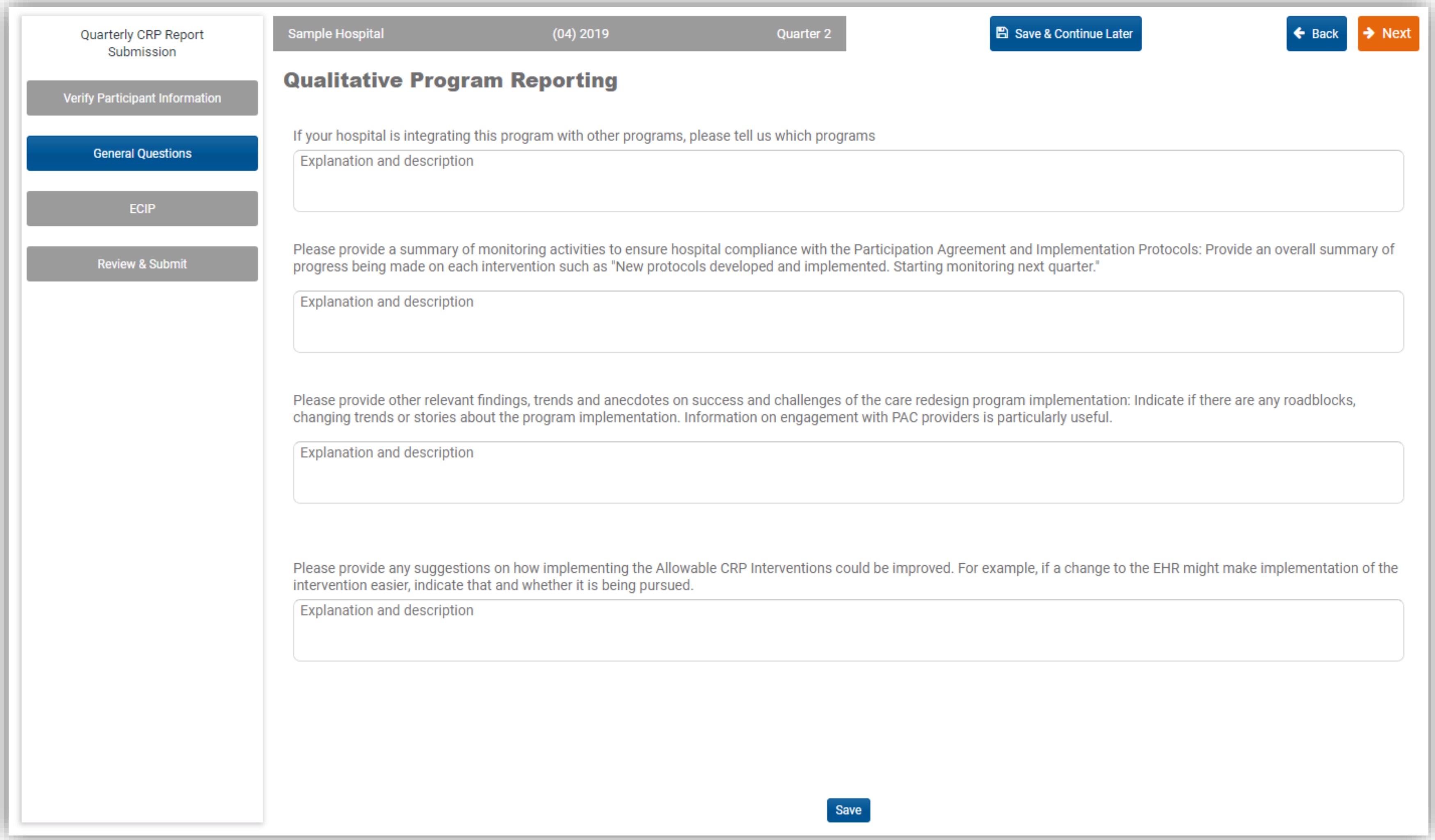
Where drop-downs are available, please use them to select the desired value rather than entering manually.

Some data elements are conditional and will only appear if specific selections are made, such as the care partner disputes portion of the report. If you select 'No' for these elements, the subsequent fields will not appear, and you do not need to complete them.

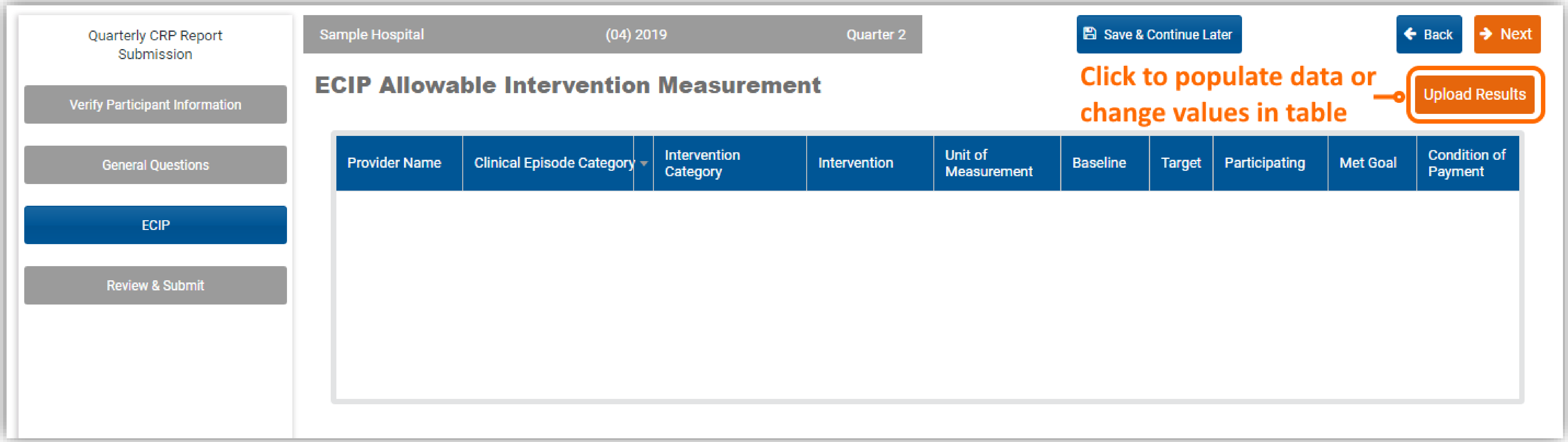
Data Submission – Quarterly CRP Reporting (3 of 9)

Be sure to use the application Next and Back navigation buttons to move through the workflow to ensure you complete all sections.

The qualitative reporting elements are the same as those found in the earlier Excel submission template. Please complete all fields as thoroughly as possible; if you do not have a response, enter ‘No Response’ for that item rather than leaving it blank.

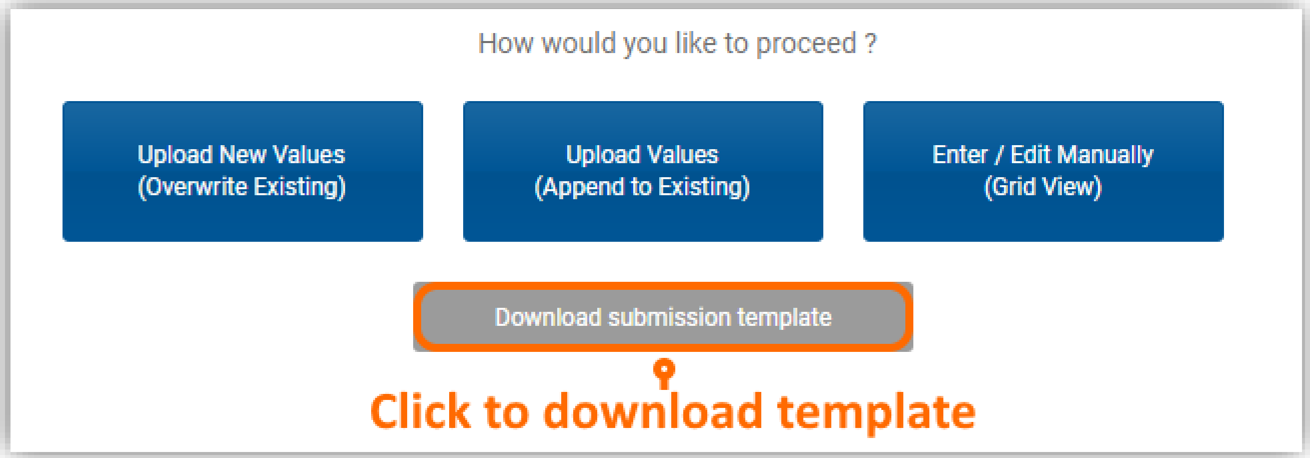


Data Submission – Quarterly CRP Reporting (4 of 9)



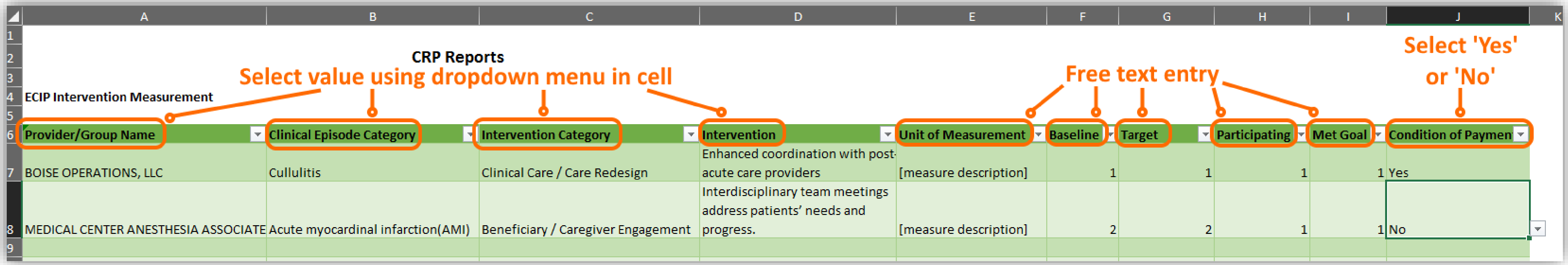
For sections of the report that require numerous data elements to be reported, the Management Interface provides an upload functionality. When you arrive on the screen requiring data upload, you will be presented with a blank table shell initially. Click the 'Upload Results' button to begin the upload and review process.

Data Submission – Quarterly CRP Reporting (5 of 9)



- To 'Upload New Values (Overwrite Existing)' or 'Upload Values (Append to Existing)', first download and populate the submission template. Use the Overwrite Existing option for new submissions or if you want to clear previously submitted data. If you simply want to add to an existing submission, use Append to Existing. Otherwise, the submission process is the same for both options.
- Alternatively, you can select Enter / Edit Manually to open a grid view to create or edit entries on an individual basis.
- All participant workflows in the CRP Management Interface requiring data upload have the same basic options and functionality as described here.

Data Submission – Quarterly CRP Reporting (6 of 9)



Provider/Group Name	Clinical Episode Category	Intervention Category	Intervention	Unit of Measurement	Baseline	Target	Participating	Met Goal	Condition of Paymen
BOISE OPERATIONS, LLC	Cullulitis	Clinical Care / Care Redesign	Enhanced coordination with post-acute care providers	[measure description]	1	1	1	1	Yes
MEDICAL CENTER ANESTHESIA ASSOCIATE	Acute myocardinal infarction(AMI)	Beneficiary / Caregiver Engagement	Interdisciplinary team meetings address patients' needs and progress.	[measure description]	2	2	1	1	No

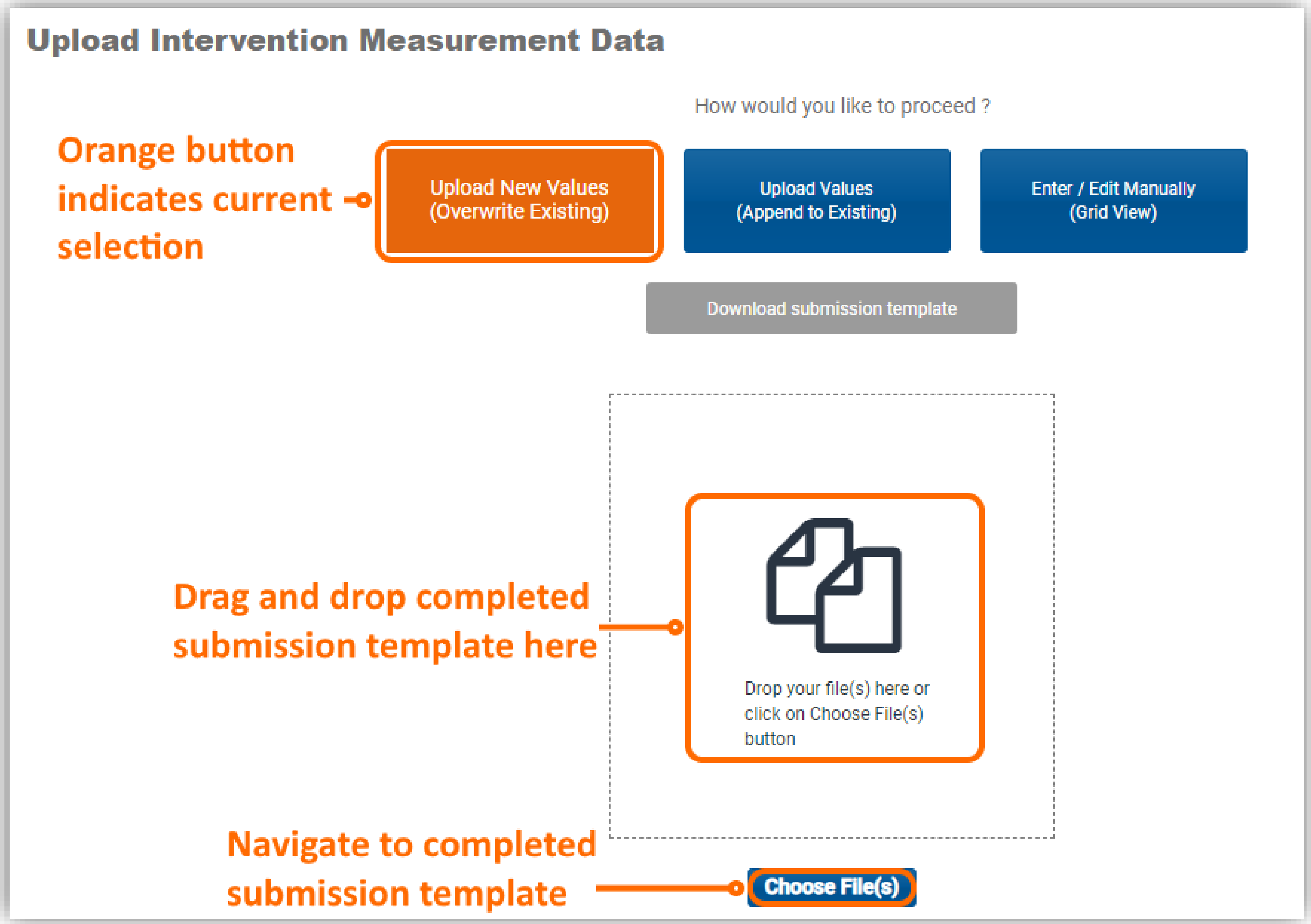
Upload templates are Excel files that contain tables for all required data elements. For pre-populated elements, you can select the appropriate choice in-cell from a dropdown menu; if you do not use the dropdown, please ensure consistent entry for efficient and accurate review. Data elements not matching the expected format will result in an upload error, and you will be asked to review and correct such cases before the upload will proceed.

Submission templates are currently available for Care Redesign Intervention Measurement (shown), Quarterly Care Partner Certification, and Care Partner Incentive Distribution. Each template is different per the requirements of the given submission, so be sure to download and use the correct template for each workflow.

Data Submission – Quarterly CRP Reporting (7 of 9)

Once you have completed and reviewed the template, drag and drop it to the indicated area in the application interface, or use the Choose File to locate the template in the file browser for upload.

After the upload completes, you will be presented with a confirmation that the upload was successful and moved to the Grid view for review and any final edits before submitting.



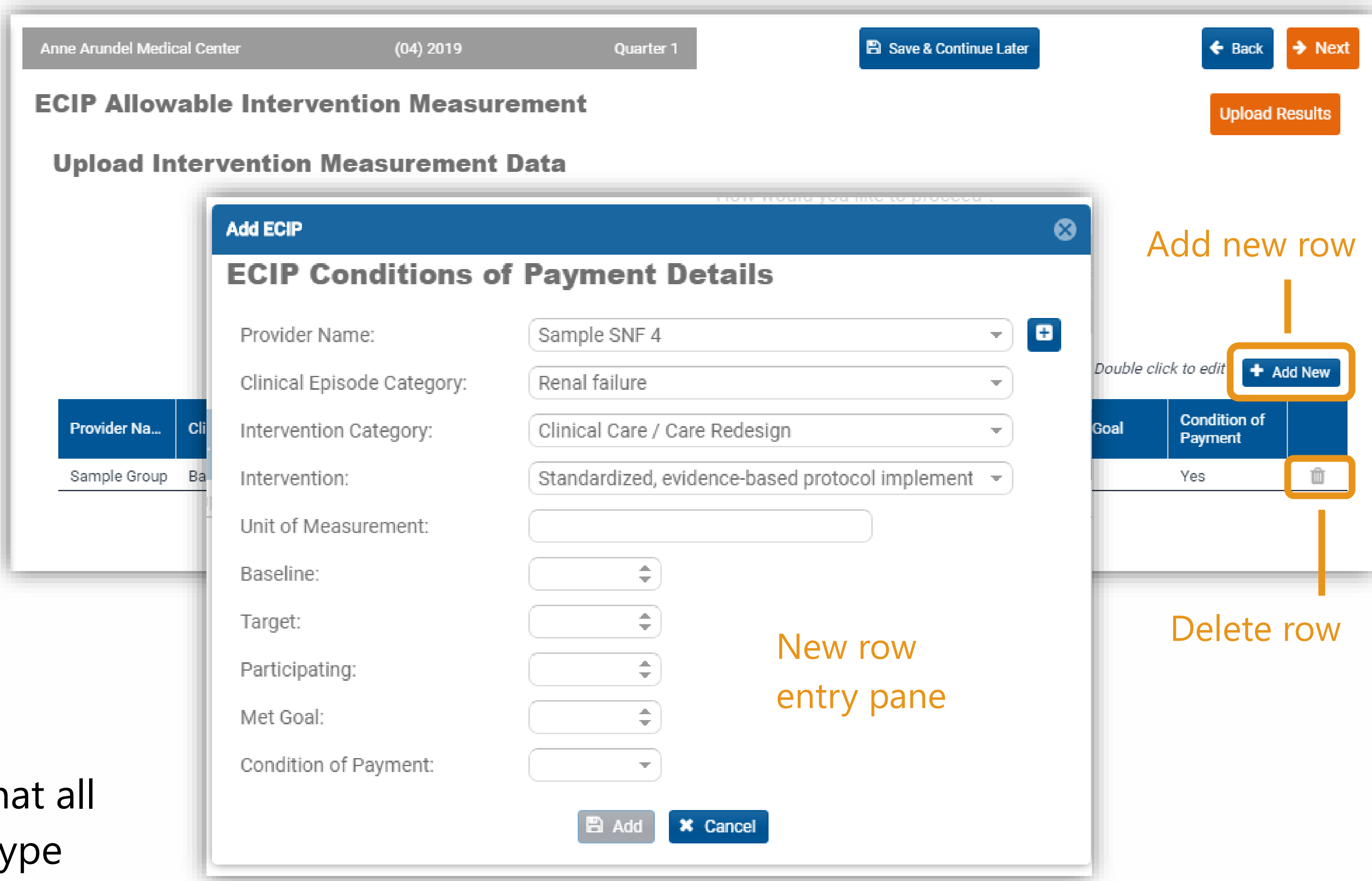
Data Submission – Quarterly CRP Reporting (8 of 9)

In the Grid View, you can manually add, edit, or delete rows.

To add a new row, click the '+ Add New' button in the upper right corner of the table. Complete all elements in the modal window that appears, then hit Add to confirm, or Cancel to cancel the entry.

To delete a row, click the trash can icon at the far-right end of the row.

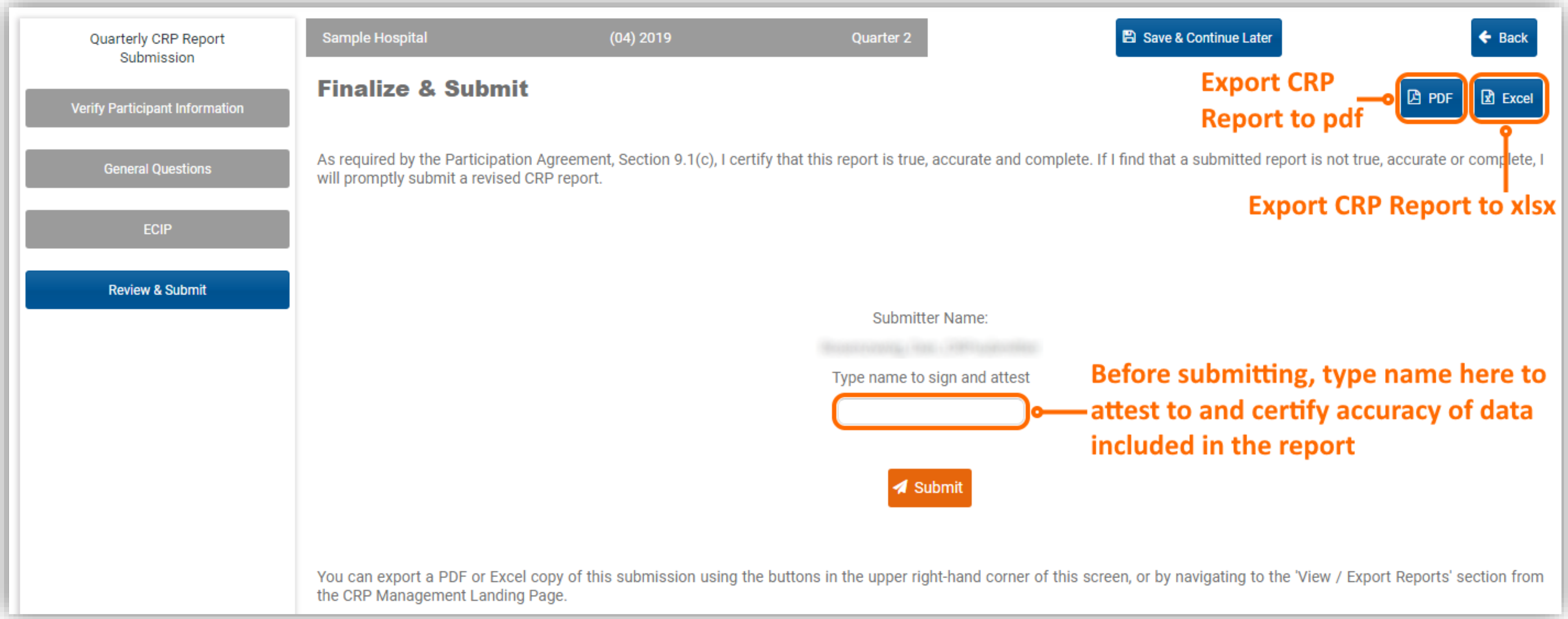
Double-click a row to edit previously entered or uploaded values. Be sure that all new values match the expected data type for that column.



Data Submission – Quarterly Reporting (9 of 9)

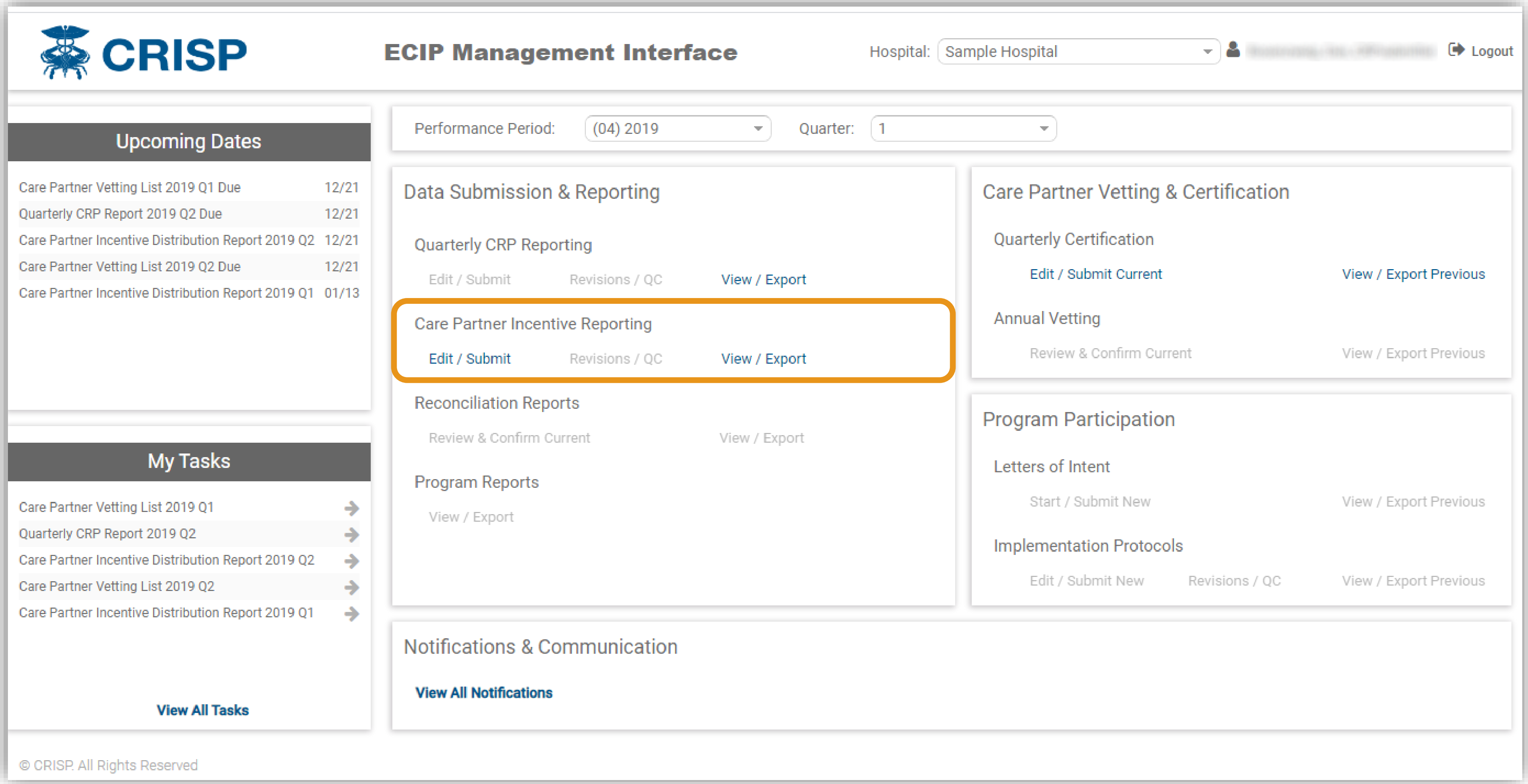
Finally, you will be asked to attest to the accuracy of your submission and confirm that any edits or corrections will promptly be submitted to CRISP and the HSCRC.

Type your name to confirm, noting that it must match the username displayed exactly.



Before submitting, you may also export a PDF and / or Excel copy of your submission for offline reference. These same PDF and Excel versions can be accessed at any point by using the ‘View / Export’ links for the corresponding module on the landing page.

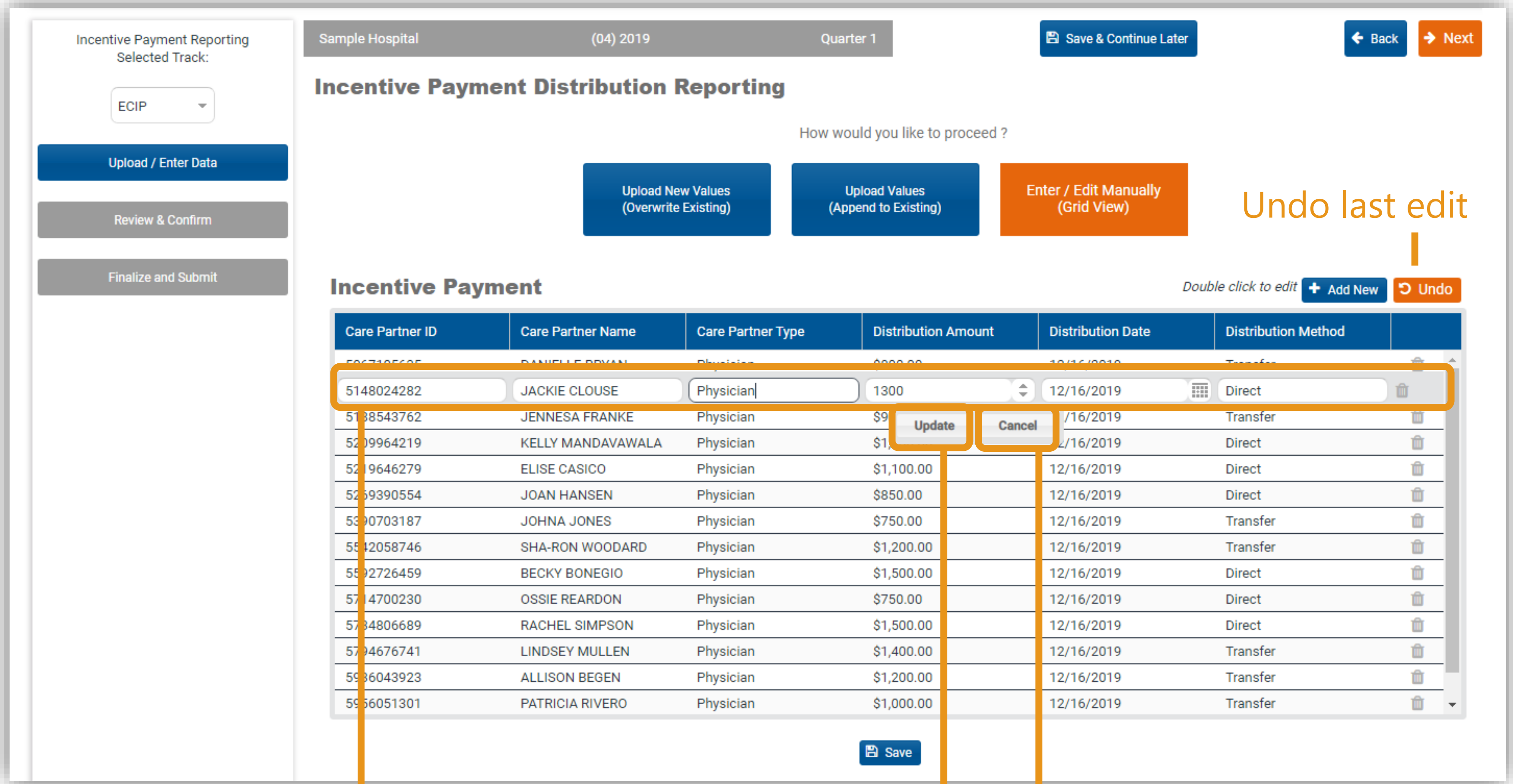
Care Partner Incentive Reporting



Data Submission – Incentive Payment Distribution

As in the Quarterly CRP Report, you can double-click any row to edit it. Where selectors are available, please use them to enter the correct value. After you are done, you can either Update the row confirming your changes or Cancel and discard your changes.

You can also Undo the last action take by using the corresponding button in the upper right-hand corner of the table.



Care Partner ID	Care Partner Name	Care Partner Type	Distribution Amount	Distribution Date	Distribution Method
5148024282	JACKIE CLOUSE	Physician	1300	12/16/2019	Direct
51[illegible]8543762	JENNESA FRANKE	Physician	$9[illegible]	[illegible]/16/2019	Transfer
52[illegible]9964219	KELLY MANDAVAWALA	Physician	$1[illegible]	[illegible]/16/2019	Direct
52[illegible]9646279	ELISE CASICO	Physician	$1,100.00	12/16/2019	Direct
52[illegible]9390554	JOAN HANSEN	Physician	$850.00	12/16/2019	Direct
53[illegible]0703187	JOHNA JONES	Physician	$750.00	12/16/2019	Transfer
55[illegible]2058746	SHA-RON WOODARD	Physician	$1,200.00	12/16/2019	Transfer
55[illegible]2726459	BECKY BONEGIO	Physician	$1,500.00	12/16/2019	Direct
57[illegible]4700230	OSSIE REARDON	Physician	$750.00	12/16/2019	Direct
57[illegible]4806689	RACHEL SIMPSON	Physician	$1,500.00	12/16/2019	Direct
57[illegible]4676741	LINDSEY MULLEN	Physician	$1,400.00	12/16/2019	Transfer
59[illegible]6043923	ALLISON BEGEN	Physician	$1,200.00	12/16/2019	Transfer
59[illegible]6051301	PATRICIA RIVERO	Physician	$1,000.00	12/16/2019	Transfer

Currently editing row

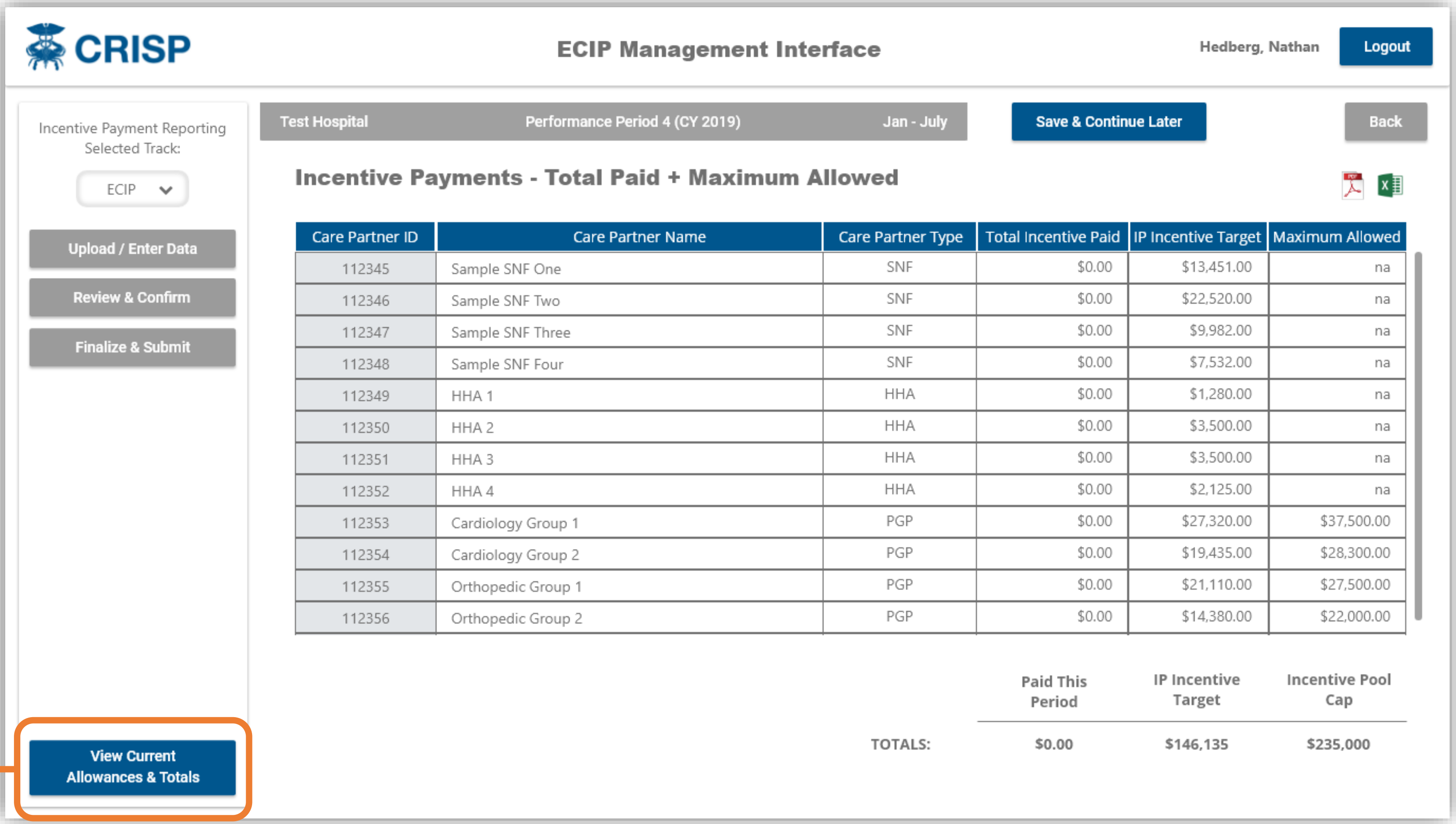
Confirm edits and update row

Cancel and discard edits

Data Submission – Incentive Distributions

Where performance data has been pre-calculated based on your Implementation Protocol and results, it will be populated and displayed in the Management Interface for reference, starting with pre-calculated Care Partner Incentive Distribution amounts.

Click the button in the bottom-left corner to view.

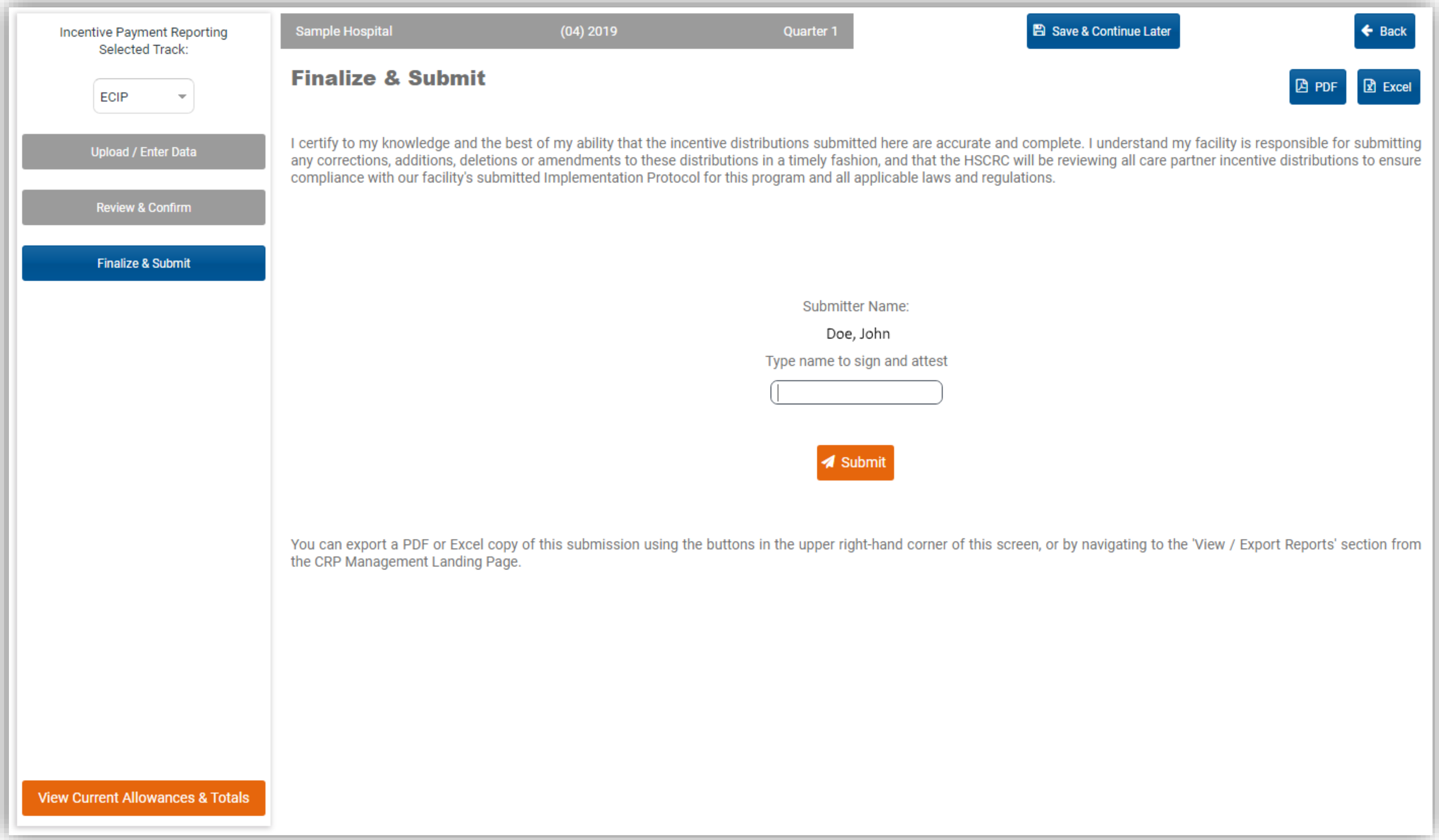


Care Partner ID	Care Partner Name	Care Partner Type	Total Incentive Paid	IP Incentive Target	Maximum Allowed
112345	Sample SNF One	SNF	$0.00	$13,451.00	na
112346	Sample SNF Two	SNF	$0.00	$22,520.00	na
112347	Sample SNF Three	SNF	$0.00	$9,982.00	na
112348	Sample SNF Four	SNF	$0.00	$7,532.00	na
112349	HHA 1	HHA	$0.00	$1,280.00	na
112350	HHA 2	HHA	$0.00	$3,500.00	na
112351	HHA 3	HHA	$0.00	$3,500.00	na
112352	HHA 4	HHA	$0.00	$2,125.00	na
112353	Cardiology Group 1	PGP	$0.00	$27,320.00	$37,500.00
112354	Cardiology Group 2	PGP	$0.00	$19,435.00	$28,300.00
112355	Orthopedic Group 1	PGP	$0.00	$21,110.00	$27,500.00
112356	Orthopedic Group 2	PGP	$0.00	$14,380.00	$22,000.00

	Paid This Period	IP Incentive Target	Incentive Pool Cap
TOTALS:	$0.00	$146,135	$235,000

Data Submission – Incentive Distributions

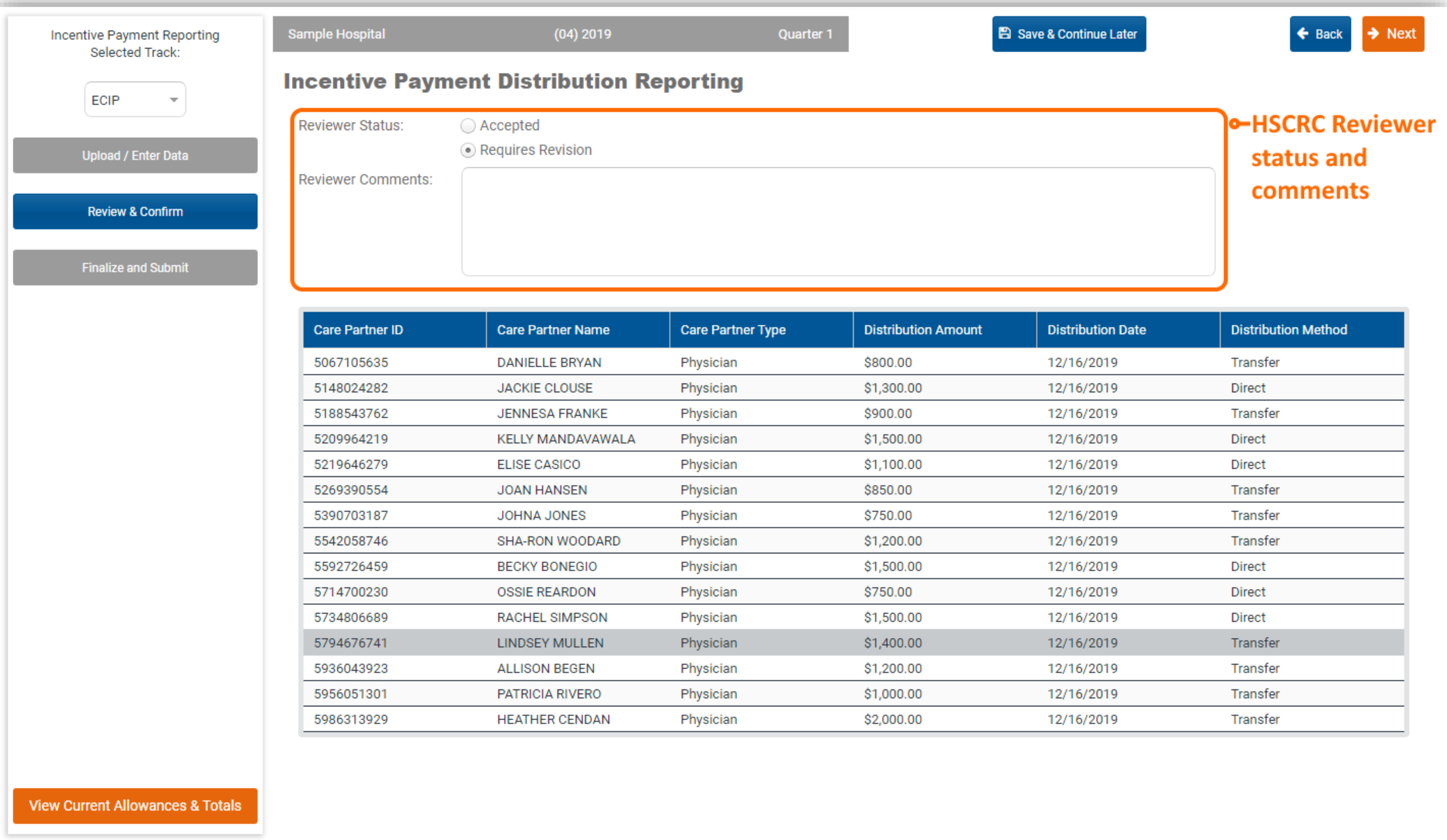
All submissions require the submitter to attest to the accuracy and completeness of the data submitted. Any corrections or edits should be promptly communicated to the HSCRC if such a need should arise. As with the other workflows, the name of the attestor must be entered to match the assigned username exactly.



Data Submission – Incentive Distributions

If the HSCRC requires corrections, edits, or clarifications to your submission, you will receive an email notification prompting you to do so. Open edits can be accessed using the 'Revisions / QC' link from the landing page for the appropriate workflow, and any reviewer comments will be displayed on the corresponding page.

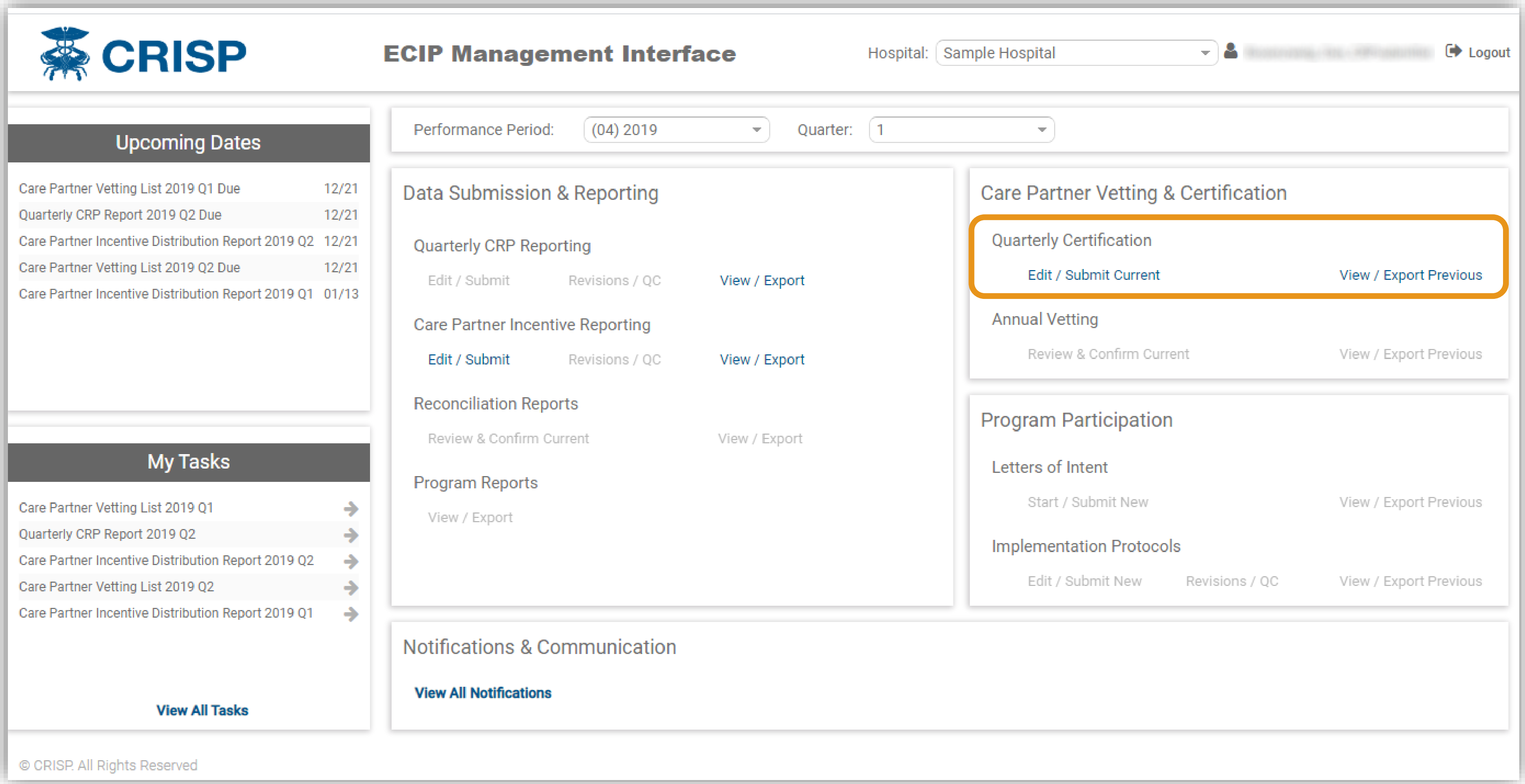
This is the same for all workflow modules.



Care Partner ID	Care Partner Name	Care Partner Type	Distribution Amount	Distribution Date	Distribution Method
5067105635	DANIELLE BRYAN	Physician	$800.00	12/16/2019	Transfer
5148024282	JACKIE CLOUSE	Physician	$1,300.00	12/16/2019	Direct
5188543762	JENNESA FRANKE	Physician	$900.00	12/16/2019	Transfer
5209964219	KELLY MANDAVAWALA	Physician	$1,500.00	12/16/2019	Direct
5219646279	ELISE CASICO	Physician	$1,100.00	12/16/2019	Direct
5269390554	JOAN HANSEN	Physician	$850.00	12/16/2019	Transfer
5390703187	JOHNA JONES	Physician	$750.00	12/16/2019	Transfer
5542058746	SHA-RON WOODARD	Physician	$1,200.00	12/16/2019	Transfer
5592726459	BECKY BONEGIO	Physician	$1,500.00	12/16/2019	Direct
5714700230	OSSIE REARDON	Physician	$750.00	12/16/2019	Direct
5734806689	RACHEL SIMPSON	Physician	$1,500.00	12/16/2019	Direct
5794676741	LINDSEY MULLEN	Physician	$1,400.00	12/16/2019	Transfer
5936043923	ALLISON BEGEN	Physician	$1,200.00	12/16/2019	Transfer
5956051301	PATRICIA RIVERO	Physician	$1,000.00	12/16/2019	Transfer
5986313929	HEATHER CENDAN	Physician	$2,000.00	12/16/2019	Transfer

HSCRC Reviewer status and comments

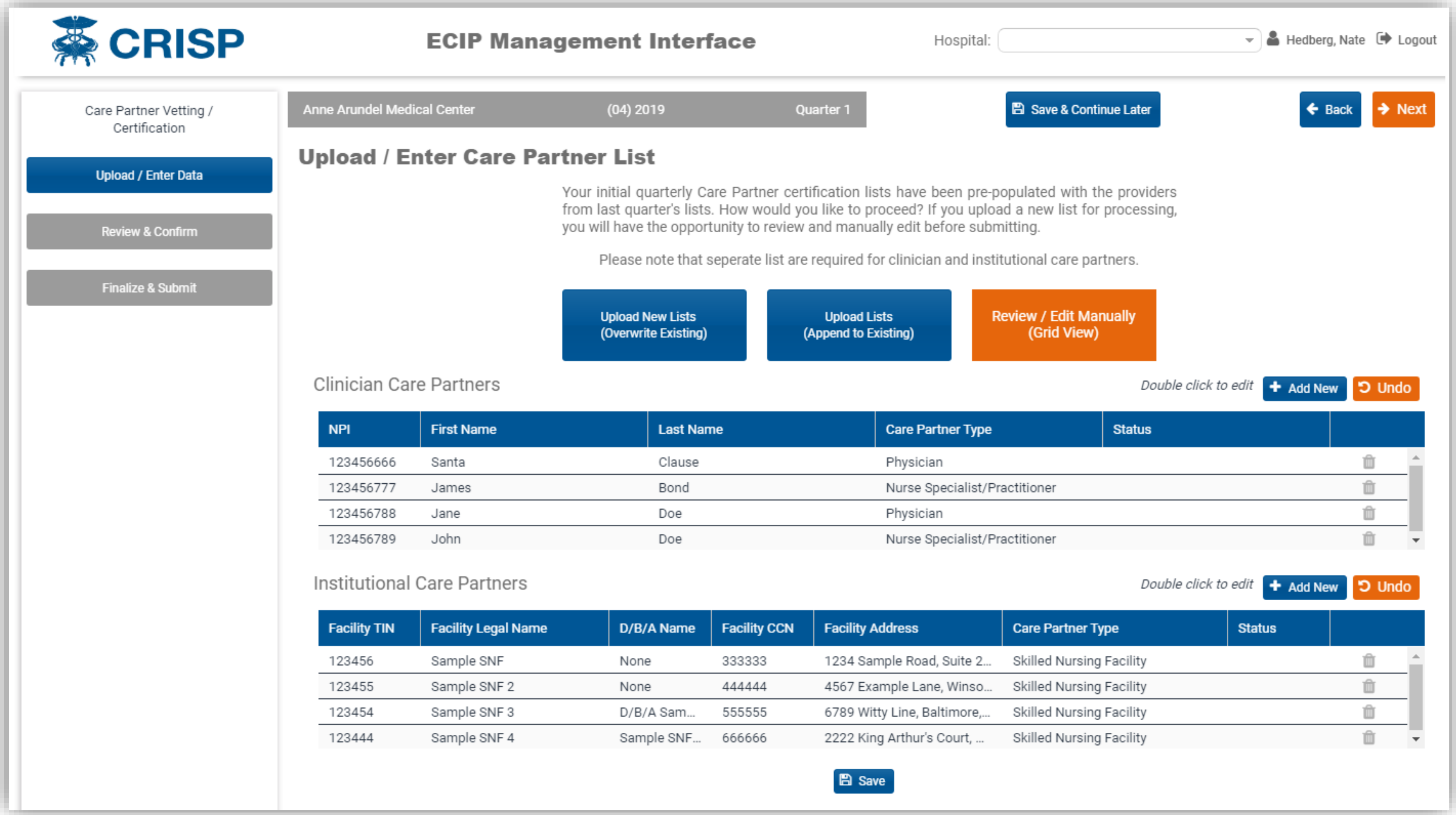
Quarterly Care Partner Certification



Quarterly Care Partner Certification

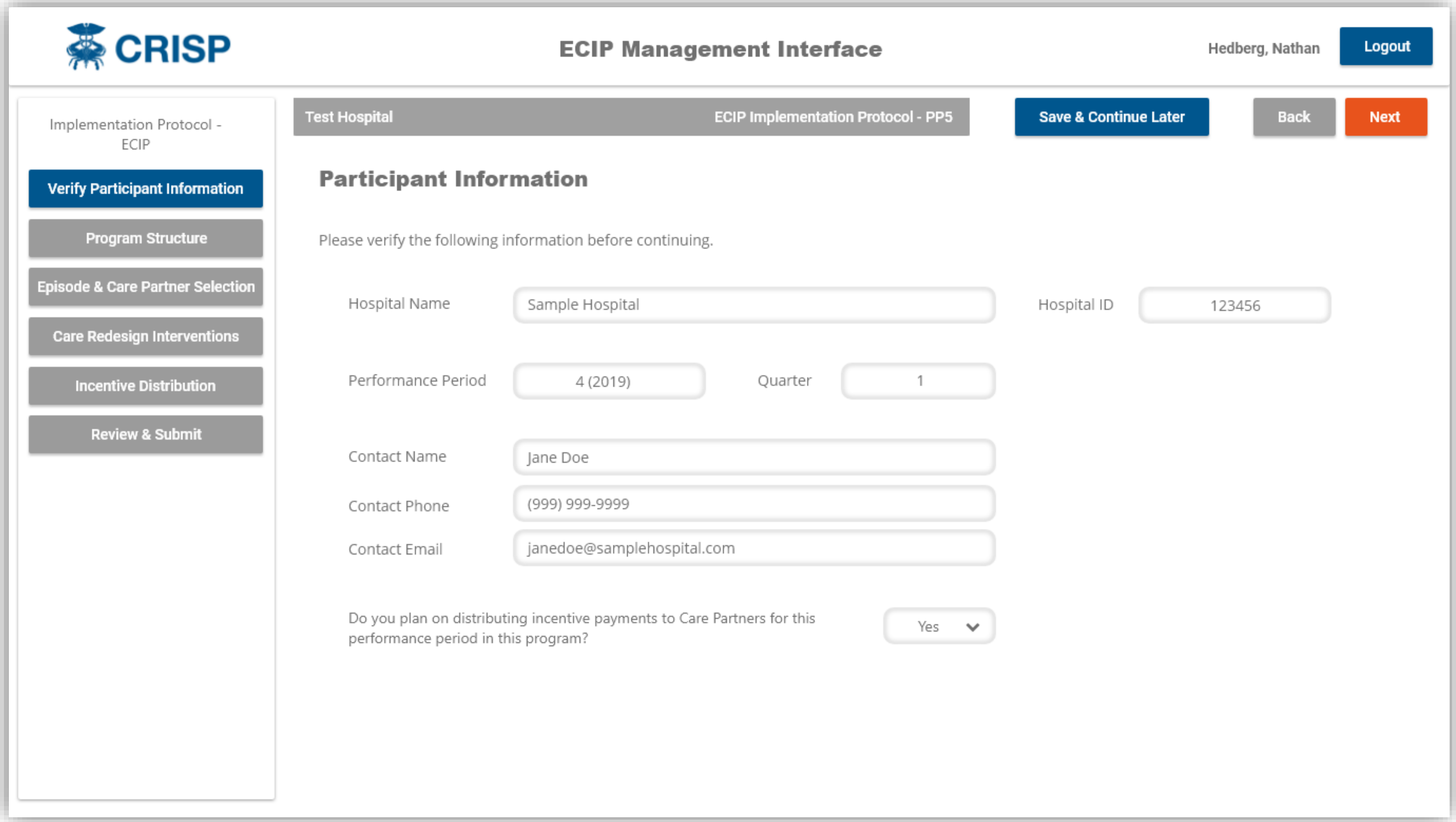
Care partner certification data is submitted using the same upload function as previously described. Note that in the submission template, there are two tabs – one for clinicians and one for institutional partners. If a type does not apply, simply leave it blank.

The 'Status' column will automatically be populated with the CMS vetting results for the applicable year. It cannot be modified in the application; if you see issues with eligibility here, reach out to CRISP to discuss.



Future Submission Functionality

Additional functionality will be added to the Management Interface over time, including the Implementation Protocol submission for ECIP Year 3 (2021) in September 2020



Q & A

Currently inactive areas of the Management Interface will be covered in future webinars as the corresponding modules go live.