

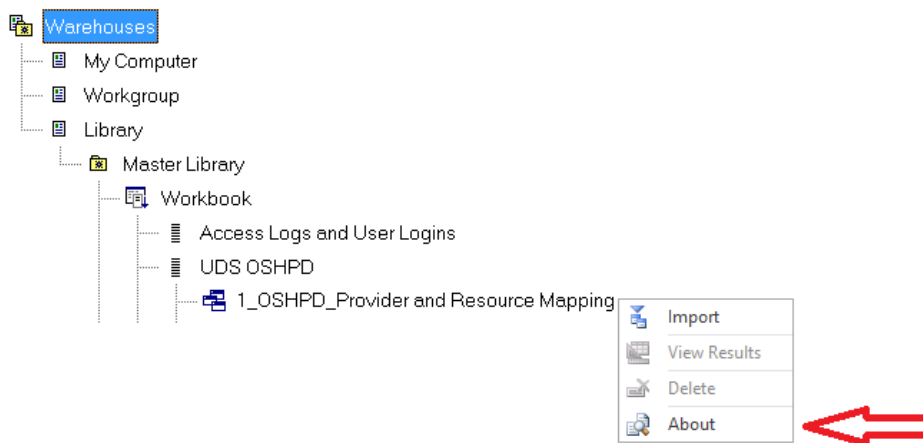
Instructions for Preparing the 2018 BridgeIT OSHPD Report Set

Version 1, February 14, 2019. By Ben Fouts, Data Analyst, RCHC

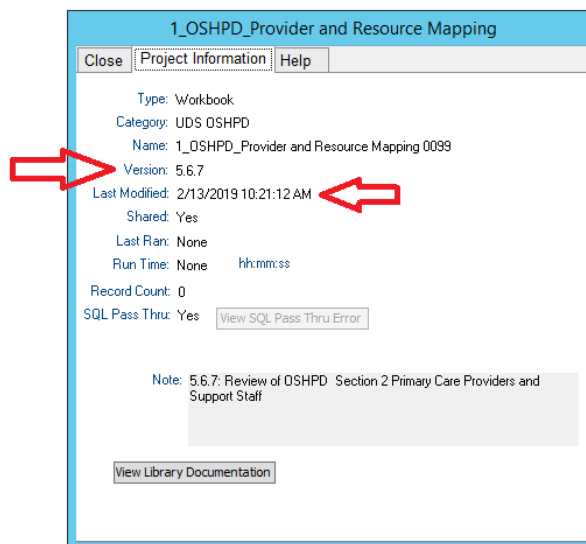
Also refer to the updated OSHPD Instructions document “BridgeIT OSHPD 2018 Data Review and OSHPD Reports” by Heckman Consulting.

Step 1. First, check if the new versions of the reports exist in your Warehouse.

- A. Navigate to this location in the Warehouse (note: the screenshot below does not depict all of the possible reports in the Warehouse). Right-click on the report shown in the screenshot below and choose About

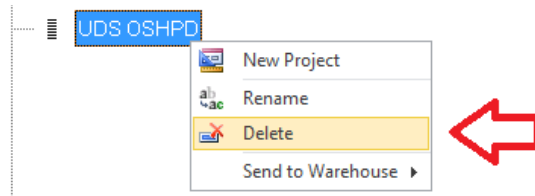


- B. The new version should have a version number of 5.6.7 (or higher, depending if new updates are added). The new version should have a “Last Modified” date in 2019. If your toolbox does not have the new versions

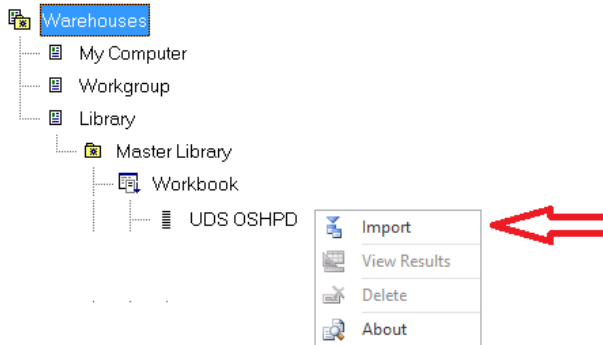


Step 2: Import the new reports. The fastest way is to delete all of the contents of your current folder and import the new one. Check your current folder first in case you have any custom reports you want to save (you can send these to your own Warehouse if you like).

- A. To delete the current OSHPD folder in your Toolbox, right-click on it and choose delete

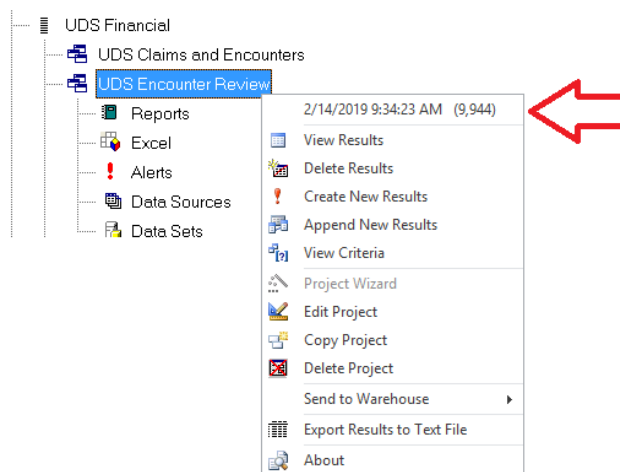


- B. To import the new OSHPD folder in your Toolbox, right-click on it and choose import



Step 3: Make sure that there are results for the UDS Encounter Review report. Any results are necessary for the reports to properly load in step 4, even if you ran the report days or weeks ago.

- A. Right-click on UDS Encounter Review report. If there are results (i.e., a bracketed number of records at the top of the menu, then the report has results. In this case, go to Step 4, otherwise continue to B below.

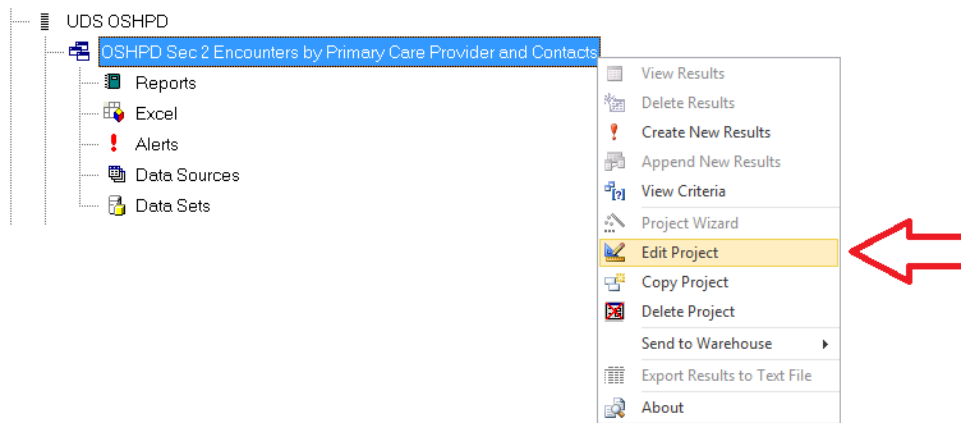


- B. If the report does not have results, you have to run two reports in order. Use the calendar year 2018 for your measurement period. The reports to run are below (note that these are in the UDS Financial folder, not the new OSHPD folder).

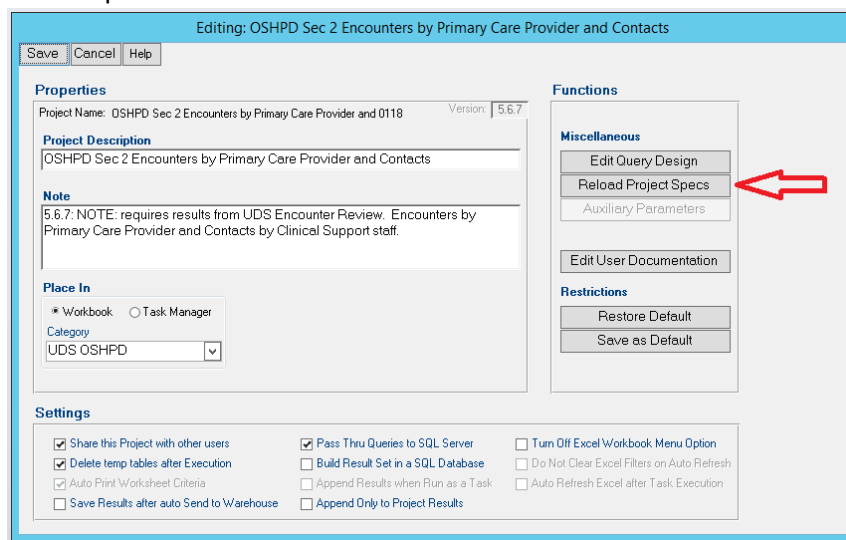


Step 4: Go through the reports and individually “Reload Project Specifications.” You do not need to do this for any reports with a name ending in “CHK” (most health centers will not use these CHK reports).

- A. Right-click on the report in your Toolbox and choose “Edit Project.”



- B. In the Editing window, click Reload Project Specs. Once finished reloading close the window and go to the next report.

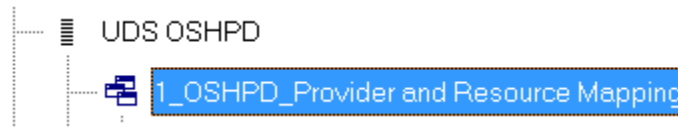


Step 5: Map all of the providers again with the new 2018 line numbers. Some of the providers/resources may already have mapping in eCW, so this mapping needs to be re-entered with the new line numbers. Follow the instructions in the 2018 Heckman Consulting document beginning on page 4.

- A. If you did not run the UDS Encounters report in Step 3, go ahead and run the two reports in the screenshot below. Note that these are in the UDS Financial folder, not the new OSHPD folder. Use the calendar year 2018 for your measurement period. The reports to run are below.

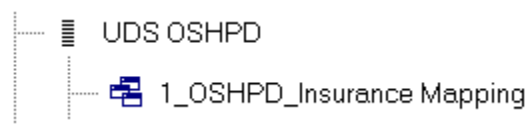


- B. Use the report “1_OSHPD_Provider and Resource Mapping” to see your current mapping.



- C. Note that you must use the NEW line numbers for providers and resources. Refer to the 2018 OSHPD Instructions for an explanation of the different categories. The category names and order stayed the same; only the line numbers changed. The table below shows the new line numbers as well as the old line numbers. You will have to identify any providers and resources who have OLD mapping and CHANGE them in your system. Note that they may appear to be in the wrong category on the Provider and Resource Mapping report.

Step 6: Map all of the insurance names in your system. The insurance mapping numbers in Section 6 has also changed, so follow the same procedure as with providers/resources. In other words, run the mapping report (name is below) and look for names missing mapping or with the wrong mapping.



Step 7: Complete the mapping in eCW and then run the summary reports.

- A. Map providers/resources in eCW according to the instructions from Heckman Consulting beginning on page 4. Map insurance names in eCW according to the instructions from Heckman Consulting beginning on page 7.
- B. You will have to wait overnight for the mapping in eCW to be re-loaded into BridgeIT.
- C. Run UDS Claims and Encounters report again for the calendar year. Run the UDS Encounter Review report afterwards. Review any alerts.
- D. Run the mapping reports and ensure that all the mapping was done correctly.

- E. Run the validation reports from Heckman Consulting instructions beginning on page 10.
- F. If you make any changes in eCW as a result of the alerts or validation reports, you must wait another night for the results to be copied to BridgeIT
- G. Begin running the data summary reports from Heckman Consulting instructions beginning on page 11.