

DataTrack

Data Submission and Correction Instructions

Helpful Hints:

- GlobalSCAPE link: <u>https://xfr.ohanet.org</u>
- DataTrack Link: <u>https://datatrack.ohanet.org</u>
- Your login should be your email address for both websites.
- Your password will be different for each website. You may choose the same password for both.
- All reference material can be found at <u>www.ohanet.org/datatrack</u>
- Frequently Asked Questions can be found at www.ohanet.org/datatrackfaq
- Please direct any questions to OHA at <u>datasupport@ohanet.org</u> or call Max Carley at 614.221.7614.

Steps for a successful submission:

- 1. Upload a file for submission via GlobalSCAPE (see page 2)
- 2. View your data submission in DataTrack, correct any errors in the submission, and revalidate the data *(see page 10)*
- 3. View sign-off reports (see page 17)
- 4. Sign-off on your data submission (see page 19)

Submission Due Data Processed/ Quarter Date Sign Off 1st Quarter May 15th June 15th (Jan-Mar) 2nd Quarter August 15th September 15th (Apr-Jun) 3rd Quarter November 15th December 15th (Jul-Sep) 4th Quarter February 15th March 15th (Oct-Dec)

Submission Schedule:

1. Upload a file for submission via GlobalSCAPE

If you are not using the Java enabled version, follow these steps. If you want to select more than one file at a time, follow the instructions starting on page 5.

a. Login to <u>https://xfr.ohanet.org</u>

- Make sure the 'Use Java Enabled version' checkbox is NOT checked.

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Enhor g(bals	Ced File Transfer	
Log In		
	Username: Forgot Username	
	Password: Forgot Password	
	\square Use Java TM enabled version	
	Log In	

- b. Click on the folder name you would like to upload for. The folders are organized by your hospital ID.
 <u>Note:</u> If you upload for multiple facilities and have access to multiple folders it is very important that you upload your file to the correct folder.
- c. Click the upload button.

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Enhance File Transfer								
5 Go Up 🟦 Go Home O Upload + New Folde	er 🧨 Rename 🝵 Delete	P Change Password ? U Logout						
Name 😓	Size	Date Modified						
		This folder is empty.						

<u>Please Note:</u> Your files must include the following in their respective file names

Multiple File Format	Two File Format	XML Format
Patient	Patient	Patient
Rev	Relational	
СРТ		
Diag		
Proc		
Anti		
Preop		
Temperature		
Vanco		
VTE		

d. Click the Browse button and find the file you would like to upload from your computer.

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🗢 Go Up 🏦 Go Home 💽 Upload 🕂 New Folder	🖍 Rename 🛛 💼	P Change Password ? 🖒 Logout
Upload a file to current folder:	Browse Upload	
Name 😓	Size	Date Modified
		This folder is empty.

e. Click upload.

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• Go Up ▲ Go Home ● Upload ▲ New Folder ▲ Rename ⓑ Delete ▲ Change Password ? └ Logout Upload a file to current folder: C:\Users\heidib\Desktop\t Browse Upload							
Name 😓	Size	Date Modified					
		This folder is empty.					

f. You will now see the file name in your folder.

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🔊 Go Up 🏦 Go Home 🔰 🕹 🕂 New Folder 💉 Ret	name 👼 Delete	P Change Password ? 🖒 Logout
Name 😓	Size	Date Modified
E test.txt	1 KB	05/14/2012 15:27:03
		View 1 - 1 of 1

g. Once the file is uploaded, you may logout of GlobalSCAPE. The data will be transferred to DataTrack. You will receive an email when your data is available to be viewed in DataTrack.

Please Note:

- You will not have access to remove files from GlobalSCAPE once they are uploaded. The files are sent to the processing server. If you need to remove files from GlobalSCAPE, please email <u>datasupport@ohanet.org</u>.
- When submissions are made through GlobalSCAPE, you must upload a complete file set. If you are using the multiple file format or two file format, please send all files for the corresponding date range together, before submitting for a new date range.

If you are not using the Java enabled version, follow instructions starting on Page 2. If you want to select more than one file at a time, follow these steps.

a. Login to <u>https://xfr.ohanet.org</u>

- Make sure the 'Use Java enabled version' checkbox is checked.

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Enhanced File Transfer								
Log In								
Username: Forgot Username								
Password: Forgot Password								
✓ Use Java [™] enabled version								
Log In								

b. You should see the following as the home screen:

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Enhanced File Transfer								
🔸 New Folder 🖍 Rename 🗅 Ø Refres	n 🗑 Delete 🔂 Opi	ioad O Download (g Oper			<u> </u>	sword 🏶 Settings 👔	2 Proxy 😃 Log Out
My Files and Folders c:\users\heidib\desktop\Upload Files\		<u>ج ج</u>		Remote	Server F	iles and Folders		• Pt
Local filenames (5)	Modified Date	Size		Rem	ote filenam	es	Modified Date	Size
jatienttest.txt	06/26/2012 13:31	4 B		999			07/02/2012 16:44	
 patentiest.kt test.bt test.pt testcpt testcpt								
Transfer Queue								
🗙 Stop 🗶 Stop All 🖨 Resume								Clear 🖨 Clear All
Name	Status	Progress	Dir	Size	Speed	Local Fold	er R	emote Folder

c. Navigate to the correct folder you would like to upload to. This is under the area that says 'Remote Server Files and Folders'.

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Enhanced File Transfer									
🔸 New Folder 💉 Rename 🗳 Refres	🔸 New Folder 🖍 Rename 💠 Refresh 🝵 Delete 💿 Upload 💿 Download 💿 Open File								
My Files and Folders			Re	mote Server Files	Iders				
c:\users\heidib\desktop\Upload Files\		💌 🔎 🐮	1			💌 🔎 📞			
Local filenames (5)	Modified Date	Size		Remote	Modified Date	Size			
j≣) patienttest.txt	06/26/2012 13:31	4 B		999	07/02/2012 16:44				
≝ test.txt	06/12/2012 17:06	13 B							
testcpt.csv	06/26/2012 13:34	11 B							

d. Click onto the folder that you're uploading to. It will move up into the navigation bar.

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Ay Files and Folders c:lusers\heidib\desktop\Upload Files\ P t						
Local filenames (5)	Modified Date	Size	Remote filenames	Modified Date	Size	
jpatienttest.txt	06/26/2012 13:31	4 B				

<u>Please Note:</u> Your files must include the following in their respective file names

Multiple File Format	<u>Two File Format</u>	XML Format
Patient	Patient	Patient
Rev	Relational	
СРТ		
Diag		
Proc		
Anti		
Preop		
Temperature		
Vanco		
VTE		
VIL		

e. Find the files on your computer under 'My Files and Folders'. You can use the drop-down to find recent places, or click into places on your computer. Once you've selected a location, you can click on the folders to find the files within.

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My Files and Folders			Remote Server Files and Fold	ers				
c:\users\heidib\desktop\Upload Files\	💌 🔈 🔪		1		💌 🔎 🐮			
C:\users\heidib\documents\ C:/users/heidib/desktop\	Size		Remote filenames	Modified Date	Size			
Local Disk (C:)	4 B		999	07/02/2012 18:20				
d:\ heidib\$ (\\athena) (H:)	13 B							
1_ftp (\\astraea) (J:) library (\\athena) (L:)	11 B							
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library (\\ananke) (V:) c:\users\heidib\desktop\Upload Files\	11 B	+						
c:\users\heidib\desktop\Completed Databases\								
	J							

- f. Select the files that you wish to upload. You can select more than one file at a time by holding down the CTRL key.
- <u>Please Note:</u> If you upload for multiple facilities and have access to multiple folders it is very important that you upload your file to the correct folder.

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i patienttest.txt	26/2012 13:31	4 B						
🗒 test.txt	06/12/2012 17:06	13 B						
testcpt.csv	06/26/2012 13:34	11 B						
Testcpt.txt	06/26/2012 13:31	4 B	+					
testpatient.csv	06/26/2012 13:34	11 B	+					

g. Click the Upload button.

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🔸 New Folder 💉 Rename 💠 Refresh 🝵 Delete 🗿 Upload 🖸 Download 🕥 Open File									
My Files and Folders c:\users\heidib\desktop\Upload Files\		▼ <i>P</i> €		Remote Server Files and	l Folders	i			
Local filenames (5)	Modified Date	Size		Remote filenames		Modified Date	Size		
jpatienttest.txt	06/26/2012 13:31	4 B							
≣ test.txt	06/12/2012 17:06	13 B							
testcpt.csv	06/26/2012 13:34	11 B							
testcpt.txt	06/26/2012 13:31	4 B	+						
testpatient.csv	06/26/2012 13:34	11 B	ŧ						

h. You'll see the files being uploaded in the 'Transfer Queue' at the bottom of the page.

Tr	ansfer Queue								
×	Stop 🗶 Stop All 🖨 Resume								🗕 Clear 🖨 Clear All
	Name	Status	Progress	Dir	Size	Speed	Local Folder		Remote Folder
~	testcpt.txt	CRC failed - file locked	100%	+	4 B	93 bps	c:/users/heidib/desktop/Upload	/999/	
~	test.txt	CRC failed - file locked	100%	+	13 B	1 kbps	c:/users/heidib/desktop/Upload	/999/	

i. Once the progress is 100% complete, click Refresh and you'll see the files in the 'Remote Server Files and Folders' window. *<u>Note</u>: You may have to click Refresh a few times to see the files appear.

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Enhar gl(bal		File T	ransfer		? Help
♣ New Folder	sh 🝵 Delete 🖸 Upload	d O Download 🗈	Open File	Password & Settings & P	'roxy 🖰 Log Out
c:\users\heidib\desktop\Upload Files\		💌 🔎 😍	/999/		💌 🔎 🐮
Local filenames (5)	Modified Date	Size	Remote filenames	Modified Date	Size
j patienttest.txt	06/26/2012 13:31	4 B	i test.txt	07/02/2012 18:35	13 B
E test.txt	06/12/2012 17:06	13 B	E testcpt.txt	07/02/2012 18:35	4 B
testcpt.csv	06/26/2012 13:34	11 B			
testcpt.txt	06/26/2012 13:31	4 B			

h. Your upload is complete, you may logout of GlobalSCAPE. The data will be transferred to DataTrack. You will receive an email when your data is available to be viewed in DataTrack.

<u>Please Note:</u> If you need to go to a new folder to upload for another hospital, click the 'Up Folder' level button, and repeat steps 'c' through 'h' for each facility you wish to upload files for.

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Imported From IE 🛛 🕅 GlobalScape	🔇 OHA Insight 🕓 Data	Track 🛛 OHA Web	oex (OHA DataTrack		
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New Folder Rename	esh 🚡 Delete 💽 Uploa	ad 🖸 Download 🔮	Remote Server Files a	Password & Setting	
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y Files and Folders users/heidib/desktop/Upload Files/ Local filenames (5)		▼ Pt	Remote Server Files a	and Folders	
y Files and Folders :lusers\heidib\desktop\Upload Files\ Local filenames (5)	Modified Date	Size	Remote Server Files a /999/ Remote filenames	and Folders Modified Date	Size
y Files and Folders :lusers\heidib\desktop\Upload Files\ Local filenames (5) patienttest.txt	Modified Date 06/26/2012 13:31	Size 4 B	Remote Server Files a /999/ Remote filenames	And Folders Modified Date 07/02/2012 18:35	Size 13 B

<u>Please Note:</u>

- You will not have access to remove files from GlobalSCAPE once they are uploaded. The files are sent to the processing server. If you need to remove files from GlobalSCAPE, please email <u>datasupport@ohanet.org</u>.
- When submissions are made through GlobalSCAPE, you must upload a complete file set. If you are using the multiple file format or two file format, please send all files for the corresponding date range together, before submitting for a new date range.

2. View your data submission in DataTrack, correct any errors in the submission, and revalidate the data.

a. Login to <u>https://datatrack.ohanet.org</u>

b. Your user name should be your email address, and you can reset your password using the links if

necessary.							
← → C ♠	https://secure.c	hanet.org/SSOPTP	RO/Login.aspx?vi=	7&vt=7de51	57c3dfe56b9c8	4cab1ba69a83db	od1e68t 👷 🔧
🗋 Customize Links 📋	Imported From IE	🕒 OHA - Help Desk	🗋 WordPress - OHA	🜔 DataTrack	이 OHA Webex	🗋 DataTrack SSO	
	Please User Nar Passwor I would I I forgot r I would I	login to continue. ne: 1: 1: ke to reset my password. ke to update my Usernam ny password. Click here to	Go Click here. .e. Click here. reset. .count. Click here to registe				

c. On the home screen, you'll see updates and notes regarding DataTrack from OHA. d.Click on the 'Batch' tab to find your facility and data.

Home Batch Reports and Signoff Data Mapping	
WELCOME TO D Click here for the instruction h If you have questions please contact the support Please Note:	

e. Use the drop-down menu to select the hospital/facility of the data that you would like to view.
<u>Note:</u> if a submission contains more than one facility, you can choose any of the facilities that the submission contains data for... they are in the same batch ID in DataTrack.

F				[Logout]
OHAIN	SIGHT	DATATRACK		
Home	Batch	Reports and Signoff	Data Mapping	
BATCH R	ČEVIEW ity(999) ▼			

f. Each data submission appears in DataTrack as a 'Batch'. The Batch Review screen shows some basic information about the batch.

OHAIN										[Logout
Home	Batch Repor	ts and Signoff	Data Mapp	ing						
	BATCH REVIEW Test Facility(999) ▼ Batch # Facility Upload Start End Total Errors % Errors Status									
<u>835</u>	Test Facility(999)	9/24/2012	1/2/2012	3/31/2012	(In) 17 (O) 2	11 1	64.71 % 50.00 %	Revalidated	□ 🕸 🗙	
<u>1285</u>	Test Facility(999)	12/03/2012	4/1/2012	6/30/2012	(In) 8 (O) 2	0 0	0.00 % 0.00 %	New	1	
First	Previous 1									

- **Batch #:** the unique batch number associated with your submission (you can click this to view the batch detail).
- Facility: the name of the facility that the batch contains data for.
- **Upload:** the date the data was uploaded into DataTrack.
- **Start:** the earliest discharge date that the batch contains data for.
- End: the latest discharge date that the batch contains data for.
- **Total:** the total number of patient records in the batch, separated by Inpatient (In) and Outpatient (O) encounter types.
- **Errors:** the number of patient records that contain at least one validation error, separated by Inpatient and Outpatient.
- % Errors: a calculated percent of errors, separated by Inpatient and Outpatient.

<u>Note</u>: Minimum Error Threshold:

- 1. Inpatient Records: 1%
- 2. Outpatient Records: 10%
- **Status:** the status of the batch.
 - 3. **New** a new batch that has been processed and validated.
 - 4. Edited a user has made changes to this batch and saved the changes, but they have not been revalidated.
 - 5. Waiting to Process a batch that is in the queue to be processed by the system you cannot edit the batch while it is in this status.
 - 6. **Validating** DataTrack is currently processing and validating the batch you cannot edit the batch while it is in this status.
 - 7. Revalidated the batch has been revalidated and you can continue making edits.
- Lick here to go into the batch detail (each patient record).
- Click here to export the data errors into a CSV format.
- Kitch here if you'd like to delete the entire batch/ submission.

g. Click on the batch number or the clipboard icon to view the batch detail.

CLogout										
Home	Batch	Reports a	and Signoff	Data Mapp	ing					
BATCH REVIEW										
Batch #	Facility		Upload	Start	End	Total	Errors	% Errors	Status	
835	The second secon	(999)	9/24/2012	1/2/2012	3/31/2012	(In) 17 (O) 2	11 1	64.71 % 50.00 %	Revalidated	
1285	st Facilit	y(999)	12/03/2012	4/1/2012	6/30/2012	(In) 8 (O) 2	3 0	37.50 % 0.00 %	New	
First	Previous	1								

h. The 'Batch Detail' screen shows the detail for errors in the batch.

DHAINSIGHT Home Batch		f Data Mapping								
	лтен Детац									
atch Num: 1285										
-		1								
Errors All	Records									
		Search	-							
All Errors		PAN MRN	2	Reco	ords: 3					
	atient Records									
Show Out	tpatient Records									
Note: Patient Acco	unt Numbers with * have been edit	ed								
Patient Accou No.	nt Medical Record Number	Error Description	Related Field	Admit Date	Discharge Date					
<u>00003</u>	103	Admission Source does not correspond to accepted values.	ADMSNSRC	07/01/2012	09/30/2012					
<u>00004</u>	104	Primary Diamosis is a required field.	DXP	07/13/2012	07/17/2012					
00007	107	Date must be less than or equal to the	BIRTHDATE	07/14/2012	07/18/2012					
	\sim	on bute.								
First Pre	evious 1									
Batch Review	Revalidate Edited	Revalidate All (slower)								

- You can use the drop-down menu (that defaults to 'All Errors') to see how many errors of each type there are, and to filter the patient accounts to one specific error type.
- The 'Show Inpatient/Outpatient Records' will filter the results to either or both of those encounter types.
- You can search by clicking PAN or MRN, entering the value, and clicking the green arrows to find specific encounters.

- Use the navigation buttons (shown below) at the bottom of the page to move between pages.

First	Previous 1	2 3 4 5 6 7 8 9 10 Next Last
- Click	Batch Review	to go back to the previous page and view all batches.

i. To view all of the records in the batch, click on the 'All Records' tab.

			[Logout]
OHAINSIGHT DATATR	ACK		
Home Batch Reports	and Signoff Data Mapping		
BATCH DETAIL Batch Num: 1285 Errors All Records			
Search	2		Records: 10
Patient Account No.	Medical Record Number	Admit Date	Discharge Date
00003	103	07/01/2012	09/30/2012
<u>00006</u>	106	07/14/2012	07/20/2012
00010	110	07/13/2012	07/13/2012

j. To view and begin to edit a patient record, click on the linked Patient Account Number.

OHAINS		DATATRACK				[Logout
Home	Batch	Reports and Signoff	Data Mapping			
BATCH D Batch Num: Errors		cords				
I SI I SI		ent Records tient Records	Search	3	Reco	ords: 3
Patien No.	t	Medical Record Number	Error Description	Related Field	Admit Date	Discharge Date
00003		103	Admission Source does not correspond to accepted values.	ADMSNSRC	07/01/2012	09/30/2012
<u>00004</u>		104	Primary Diagnosis is a required field.	DXP	07/13/2012	07/17/2012
00007		107	Date of Birth must be less than or equal to the Admission Date.	BIRTHDATE	07/14/2012	07/18/2012
First Batch Re		ous 1 Revalidate Edited	Revalidate All (slower)			

k. The 'Edit Record' screen shows the entire record for one patient encounter. This is where you can begin to correct all of the errors in the batch.

OHAINSIGHT	DATATRACK					[Logout]
Home Batch	Reports and Signoff	Data Mapping				
EDIT RECORD Patient Account Numb Hospital ID: 999						
General Add	itional					
Med Rec No	109	First Name		Last Name		
Date of Birth	01/05/1957	Newborn	Ν		1	
Admit Src(orig)	1	Sex	F	Sex(orig)	F	
Admit Type	1	Admit Type(orig)			07/13/2012	
Admit Time	2248	Discharge Status			01	
Discharge Date	07/13/2012		2359	Encounter Type	0	
Encounter(orig)	0	Service Area	1	Svc Area(orig)	1	
Postal Code	45227	Total Chan	2488.20		AETNA	
Payer Group	c	P (orig)	с		2	
Race(orig) Language	2	7	2 E	Admit Phys.	2	
Attending Phys.	E 🔺	Attributing Phys.		Referring Phys.		
State	ОН	County	Hamilton	Recurring		
	он		nameon			
Diagnosis DX Num	POA Code	Order				
453.42	Y	1 Prima	ary			
453.42	Y	2 Admi	itting			
682.6	Y	3 Seco	ndary			
584.9	Y		ndary			
Add Diagnosis						
Procedures						
PX Num	PX Date	Order				
38.7	07/16/12	1 Prima	ary			
Add Procedure REVENUE						
Add Revenue						
Save Return	to Batch Detail Delete	e Previous	Next			

- Any fields that have a validation error and need to be corrected are highlighted in yellow. Hover your mouse over the exclamation error to see a detailed error description.
- If the field to be corrected is one with an OHA lookup table, the data on the screen will be the OHA value (not your original value). Drop-down menus are provided on these fields to show only the valid OHA codes.
- Fields ending in (orig): Admit Src, Sex, Admit Type, Disch Stat, Encounter, Svc Area, Payer Grp, Race, Ethnicity, Language

These fields are not editable: they are made up of original values that hospitals send in their files.
 Data in the field WITHOUT (orig) is the value after OHA mapping is applied, and is what will reflect on statistic reports.

Save

- Begin to modify the patient records to correct the data. Click when you are finished with the record. You'll see the note that the data is saved:



- Click Previous Next buttons to move between records.

 Return to Batch Detail
 - The will take you back to the 'Batch Detail' screen. Here you can see what records have been modified. The modified records are noted with an asterisk (*).

Patient Account No.	Medical Record Number	Error Description	Related Field	Admit Date	Discharge Date
<u>* 00003</u>	103	Admission Source does not correspond to accepted values.	ADMSNSRC	07/01/2012	09/30/2012
<u>00004</u>	104	Primary Diagnosis is a required field.	DXP	07/13/2012	07/17/2012
00007	107	Date of Birth must be less than or equal to the Admission Date.	BIRTHDATE	07/14/2012	07/18/2012

I. When you have modified all of the records you would like to correct, return to the 'Batch Detail' screen

and click **Revalidate Edited**. This sends the data back through the validation process and will check the data that you have just modified.

Batch Review

- m. Click on the **button** button to return to the 'Batch Review' page. You may have to refresh the page to refresh the status.
 - <u>Note:</u> Depending on the size of the batch and the amount of users in the system, this process could take more than just a few minutes. You can log out of the system and come back to view the revalidated data at a later time.

 n. Once the Status changes to 'Revalidated' you can review the % Errors to determine if you are able to complete the reports and sign-off process. If your batch still does not reach the minimum error threshold, repeat steps 'g' through 'l'.

Note: Minimum Error Threshold:

- 1. Inpatient Records: 1%
- 2. Outpatient Records: 10%

3. View sign-off reports

a. To view the DataTrack Reports, click on the Reports and Signoff tab.

OHAINSIGHT DATATRACK	[Logout]
Home Batch Reports and Signoff	
BATCH REVIEW	

b. Click on the report that you would like to view.

	DATATRACK			[Logout
Home Batch	Reports and Signoff	Data Mapping		
GENERAL REPORTS DRG Comparison MSDRG Compariso Data Mapping STATISTIC REPORTS SIGN OFF	Facility Batch	Report t as CSV	•	

- General Reports: These can both be exported as CSV files – CHECK BOX BEFORE CLICKING VIEW REPORT:

DRG Comparison – Has CSV Export Checkbox MSDRG Comparison – Has CSV Export Checkbox Data Mapping

- Statistic Reports:

Inpatient Report

Outpatient Report

c. You'll see the report name appear at the top of the page.

Home Batch Reports a	nd Signoff Data Mapping
GENERAL REPORTS STATISTIC REPORTS Inpatient Report Outpatient Report SIGN OFF	INPATIENT REPORT

d. Choose the facility and batch that you would like the report for.

	ск	[Lo
Home Batch Reports a	d Signoff Data Mapping	
GENERAL REPORTS STATISTIC REPORTS Inpatient Report Outpatient Report SIGN OFF	INPATIENT REPORT Facility Datatrack Test Facility Batch Batch 1285 (4/1/2012 - 6/30/201 View Report	

e. Click 'View Report'.

	ACK	[Logout]
Home Batch Reports	and Signoff Data Mapping	
GENERAL REPORTS STATISTIC REPORTS Inpatient Report Outpatient Report SIGN OFF	INPATIENT REPORT Facility Batch View Report	v 4√1/2012 - 6/30/201 ▼

f. The report will appear as a pop up or download on your screen.

4. Sign-off on your data submission

a. Click on the Reports and Signoff tab.

OHAINSIGHT DATATRACK	[Logout]
OHAINSIGHT DATATRACK Home Batch Reports and Signoff ta Mapping	
WELCOME TO DATA SERVICES Click here for the instruction manual.	

b. Under the Sign Off box, click 'Sign-off on Data'. You'll see the same thing appear at the top of the screen.

OHAINSIGHT DATATRA	[Logout]
Home Batch Repr	d Signoff Data Mapping
GENERAL REPORTS STATISTIC REPO SIGN OFF Sign-off on Data	SIGN-OFF ON DATA Facility Batch Data Submission and Approval for: I approve the data as submitted - 12/12/2012 Approve

c. Use the drop-down menu to choose the facility and batch number that you'd like to sign-off. The date range of the submission is also provided.

OHAINSIGHT	DATATRACK	[Logoi
Home Batch	Reports and Signoff Data Mapping	
GENERAL REPORTS STATISTIC REPORTS	Sign-off on Data Facility Batch Batch 1285 (4/1/2012 - 6/30/201) Data Submission and Approval for: Datatrack Test Facility	
 SIGN OFF 	□ I approve the data as submitted - Batch 1285 (4/1/2012 - 6/30/2012)	
<u>Sign-off on Data</u>	Approve	

d. Click the checkbox that says 'I approve the data as submitted' and click Approve.

			[Logo	out]
OHAINSIGHT	DATATRACK			
Home Batch	Reports and Signoff	Data Mapping		
GENERAL REPORTS STATI	SIGN-O Facility Batch	PFF ON DATA Datatrack Te Batch 1285 -	st Facility ▼ - (4/1/2012 - 6/30/201 ▼	
SIGN OFF		mission and Approval f ove the data as su	ck Test Facility 6atch 1285 (4/1/2012 -	
Sign-off on Data	6/30/2012	2)		

e. You should see the following message.

The page at https://datatrack.ohanet.org says:
Sign-off accepted. Thank you!
ОК

- If the batch does not meet the error threshold of 1% for Inpatient and 10% for Outpatient records, you will not be able to sign off on the data.