

# Quick Notes

Access to Safe, Quality Healthcare Environments that  
Meet California's Dynamic and Diverse Needs

Issue 59

December 3, 2020

**IP** Inpatient Discharges      **ED** Emergency Department      **AS** Ambulatory Surgery

## Data Reporting 2021 SIERA FAQs – Part II

In October's [Quick Notes 58](#), we went over some of the basic questions regarding the Patient Level Data move to the SIERA platform. This edition will go over some questions regarding getting access to your SIERA account and what to expect over the next two months. On page two, you will find links to new training resources which will help you navigate the transition.

As a reminder, the chart below displays which report periods you will submit in each system. You will continue to use the MIRCal system to submit the last report periods of 2020 data.

All IP 2020 data	
All ED/AS 2020 data	
<b>Submit in MIRCal</b>	<b>Submit in SIERA</b>
	ED/AS Q1 2021
	IP Jan-June 2021

### Q1. When will I get access to SIERA?

This month, the Patient Data section will send an email which will contain a link that will give you the ability to log in and view your user profile. This email will come from our new SIERA email address [PatientLevel@oshpd.ca.gov](mailto:PatientLevel@oshpd.ca.gov), so please check your email filters to ensure you receive it. Everyone with an active MIRCal user account will have the ability to log in to SIERA by the end of 2020.

You can refer to the video [Logging in and Adding Users](#) for helpful information as well the Quick Guides (see page 2). If these resources do not answer your questions, your assigned analyst will happily assist you.

### Q2. What should I expect in January 2021?

In January, SIERA will be open for manual record entry of 2021 data for IP January 1 – June 30 and ED/AS January 1 – March 31. You will also be able to test files in SIERA for these report periods, but reports cannot be certified (approved) until the end of the report period when all data can be validated. The file format is not changing between MIRCal and SIERA.

The link to the SIERA log in page will be posted on our [Submit Patient-Level Administrative Data](#) home page, just as it is with MIRCal.

### Q3. How will my account and data access be different in SIERA?

The most significant account difference is it will be based on your email. Your single user account will provide access to each of the facilities for which you are authorized. You will also have the ability to directly update your user profile and the convenience of resetting your password whenever necessary, without needing to contact your UAA or OSHPD.

SIERA has many great features for data users which will help streamline the data correction process. We will highlight some of them in the next Quick Notes. New videos giving a tutorial of these features will be posted soon. Check our [Training](#) page for updates and refer to the *SIERA Training Corner* (page 2) for upcoming resources.

### Q4. My facility uses a Designated Agent (DA). How will they get access to my data?

OSHPD will be directly contacting facilities which use a DA by the end of January in order to associate the DA correctly with your facility.

## Review Warning Flags to Improve Data Quality

Warning edit flags do not affect the Error Tolerance Level, but they do provide valuable insight on why your data may be failing.

Here is a tip to help you decipher Trend and Comparative edits that show fluctuations in your data. If a Critical Trend Error shows an increase or decrease in a data element, look at the Warning Flags for similar discrepancies. For example, if there was an increase in the Source of Admission category *Non-Health Care Facility*, and a warning flag appears for a decrease in the category *Clinic or Physician's Office*, this could point to potential incorrect mapping, particularly if the data was historically consistent.

When you provide accurate data with minimal errors to OSHPD, we can deliver quality data to researchers and data users. We appreciate your partnership in this endeavor.

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## Correcting S003 Errors Write-offs for Bad Debt

Some facilities have found that records involving a financial write-off may be flagged with the S003 standard edit: *Total Charges is reported as \$1 (No Charge) but Expected Source of Payment is not equal to Other*. It is illogical to report a "no charge" record in any payer category other than the "Other" category, which contains true courtesy patients who were never expected to pay a bill. However, if your facility generated a bill and later wrote off the charges as bad debt, you must report Total Charges as the full established rate before adjustment. Financial write-offs after a bill was generated should never be reported as \$1 (no charge).

For data quality purposes, OSHPD encourages the reporting of the expected payer as the category that most closely matches the payer who was expected to pay but did not in cases where the charges were written off as bad debt.

## UAA Maintenance Duties User Updates

All applicable user accounts were migrated from MIRCAl to SIERA on November 20<sup>th</sup>. The systems do not exchange information, so from November 20<sup>th</sup> through April 1<sup>st</sup>, it will be necessary to update both systems when you are making the following changes:

- Adding a new user
- Changing any contact information
- Changing assigned contacts

We appreciate your help and efforts in making the transition to SIERA successful.

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## SIERA Training Corner

[Video 1](#) – The Future of Patient Data Reporting  
[Video 2](#) – Logging in and Adding Users

**Coming soon!**

Videos on submitting your data, reviewing your error reports, and making corrections.

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## Quick Guides Series

Short "How To" guides covering the basics.

[Log in to SIERA](#)

User Account Administrator:

- 1: [Add a New User](#)
- 2: [Associate User to Multiple Facilities](#)
- 3: [Change Assigned Contacts](#)
- 4: [Disassociate a User](#)

**Coming soon!**

Quick Guides on how to request an extension and how to submit and certify *No Data to Report*.

You will find links to all training resources as they become available on our [Training](#) page.