Quick Notes

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

Issue 61   June 22, 2021

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

Patient Level Data
Latest SIERA Quick Tips and FAQs

In a few days, SIERA will be open for data submission for the January – June 2021 Inpatient report period. We are excited that enhanced tools and functions should make the data correction process more streamlined and easier for you to review your data. We appreciate all the positive feedback received about the new data reporting system and how user friendly it has been in getting your ED and AS data approved.

Below are some tips and the latest frequently asked questions. Page 2 includes the latest training resources and information on running custom reports on your data. Review Quick Notes issues 58, 59 and 60 for other helpful FAQs.

Q: My data does not show I failed any edit programs but the "Submit Report" button is still shaded out and not accessible.
When this happens, please click the *Validate* button on the Dashboard. This will run everything saved in the system through the data validation programs. If the data passes all the edit programs, the "Submit Report" button will become active. Remember to review the Data Distribution Report before submitting your final report.

Q: I am having difficulty locating how to file a No Data to Report (NDR).
The NDR icon can be found on the right side of the Home Page. You will see the heading "NDR" at the top of the column. However, the icon will only be present after the last day of the report period is past. Please review the File a No Data to Report Quick Guide for more information.

Q: I'm a little confused about what took the place of test and formal submissions. Do we still test our data?
The "*Validate*" button on the Report Dashboard functions the same way a test submission did in MIRCal. Each time you click "*Validate*," all data saved in the system is run through the edit programs.

When your data submission has passed all the edit programs and is below Error Tolerance Level, the "*Submit Report*" button will be active. Choosing this button functions the same as a formal submission in MIRCal. **Only choose this button when you are done making changes to your data.** Please review our videos and the Certify and Submit Your Data Quick Guide for more information.

Reports and Data Access
As a reminder, SIERA user accounts are set up differently than they were in MIRCal. There are no longer roles that designate what functions a user has access to. All users can access the data as well as see all the reports. Note: the Facility Administrator (FA) is not a true user account. If the FA would like data access, a user account needs to be created for them.

Viewing Past Data
A new feature is the ability to view and run reports on past approved data. Previously you could only view the final summary reports. You are able to view the last four report periods for each data type. Note: you are not able to make changes to data that has already been approved. You can only view and query the data.

Custom Reports

A new and exciting feature of SIERA is the ability to run your own custom reports. There are many advantages of this new feature. Most importantly, you no longer must wait for your analyst to provide you with the reports you need to make corrections.

When running your reports, it might be necessary to have other resources on hand such as the Edit Flag Description Guides, Reporting Manuals, and the Data Distribution Report to understand what filters to apply in order to display the correct data on the report.

For example, your Inpatient data may fail because it receives a C019 flag. The C019 edit flags when more than 10% of Type of Coverage 1 (Knox Keene/HMO) are reported with a plan code of 8000. To address this edit, you would need to run a Selected Data Element Report by "ESOP Plan Code" equal to "8000" and review the records to determine which plans were being reported in this category.

Another great report feature is the ability to download reports in Excel format. Also, there is no longer a 1,000 record per report limit which is an advantage for larger facilities who wish to see large groups of related records on the same report.

Facilities are expected to utilize custom reports and the Data Distribution Report (DDR) to verify that data are correct as reported and meet OSHPD reporting requirements.

OSHPD has several resources available to help you learn how to use these reports. Please review the videos and Quick Guide linked in our SIERA Training Corner on the right. If after you review these resources you have additional questions, you may contact your analyst for assistance.

Survey Thank You

The Patient Data Section appreciates the efforts of those who participated in the survey sent out in April. Responses were received on behalf of 149 facilities who weighed in on potential data element changes. The responses will be used to help inform and shape a regulatory proposal by determining the best approach to the collection of a new data element, Patient Address (rather than ZIP Code only) and a homeless indicator when applicable.

We anticipate releasing a Notice of Proposed Rulemaking later this year. Thank you to everyone who participated.

SIERA Training Corner

Video 1 – The Future of Patient Data Reporting
Video 2 – Logging in & Adding Users
Video 3 – Dashboard & Submitting Data
Video 4 – Summary Reports/Errors/Custom Reports

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Quick Guides
Short "How To" guides covering the basics.

Log in to SIERA
Request an Extension
File a No Data to Report
Certify and Submit Your Data
Generating Custom Reports
Accessing and Posting Documents

User Account Administrator:
1: Add a New User
2: Associate User to Multiple Facilities
3: Change Assigned Contacts
4: Disassociate a User

We also cover a variety of Frequently Asked Questions in Quick Notes issues 58, 59 and 60.

You will find links to all training resources on our Training page.