



# HTP ED ALTO CHA Data Collection Overview

Essey Yirdaw, MPH  
Director, Data Analytics  
May 13, 2021



# Agenda

- Background and key changes
- Data submission process
- High level timeline
- Next steps and expectations
- SharePoint Training
- Q&A

# Background

- ALTO pilot began in 2017 with 10 hospitals
  - expanded to include hospitals throughout the state
- Goal: test how prescribing guidelines could increase ALTO usage and decrease use of opioids in the Emergency Department (ED)
- Monitoring performance:
  - ODHIN platform to explore data visually and see provider-level data
  - Download data summary, screenshot graphs, and compare themselves to others

# Key Changes for HTP Data Collection

- CHA will only manage HTP ED ALTO data moving forward and changes for this new data collection have been discussed previously
  - Updated list of opioid and ALTO medications
  - Updated list of ICD-10 diagnosis code inclusions and exclusions
  - CHA will no longer collect NPI data or visualize data by provider
  - CHA will convert data into morphine milligram equivalents (MMEs)

# Data Manual Review

- Review the data manual closely with your IT team to ensure you are prepared to submit data in the proper format
- Manual includes
  - Scope of measure
  - Requested data elements
  - Data requirements
  - Privacy and data security

## SECTION 3: Data Requirements

The Colorado Hospital Association (CHA) will analyze data submitted by hospitals on opioids and ALTOs administered in the ED during a patient visit, not data on opioid or ALTO prescriptions from the ED.

### Data Sources

Hospitals will submit medication reports from data extracted from their electronic medical records (EMRs), pharmacy data and admissions data. Patient demographic information and total ED visit data will be extracted from the CHA Discharge Database, an administrative claims database maintained at CHA.

### Data Management

The CHA data team will reconcile the medication reports submitted by hospitals and the administrative claims data using the supplied Patient Account Number (PAN) and admission date. Patient identifying information will be stripped and to generate a deidentified record, which will then be assigned a record identification number.

### File Format Requirements

- Files will be sent to CHA every month in one of two formats: Microsoft Excel or delimited text files. Files must be named with the following format, using your facility's assigned ID and the year and month of data contained in the submission:

HospID\_EMR\_YYYYMM.xls

Because the file names will be used to automatically process the data, the files names must follow the exact format above. Please do not add any additional labelling to the file name unless a resubmission is necessary. In this case, please add "\_V2" to the end of the file name:

HospID\_EMR\_YYYYMM\_V2.xls

- For delimited text files, the preferred delimiter is the pipe ("|"). Comma and tab-delimited files are acceptable but must be cleaned of those characters embedded in the actual data.
- The first line of the data set in each file must contain the column name. If possible, please use the field names in the data elements table below. If it is not possible to use these standardized names, whatever column names are used must remain consistent across each monthly data submission.

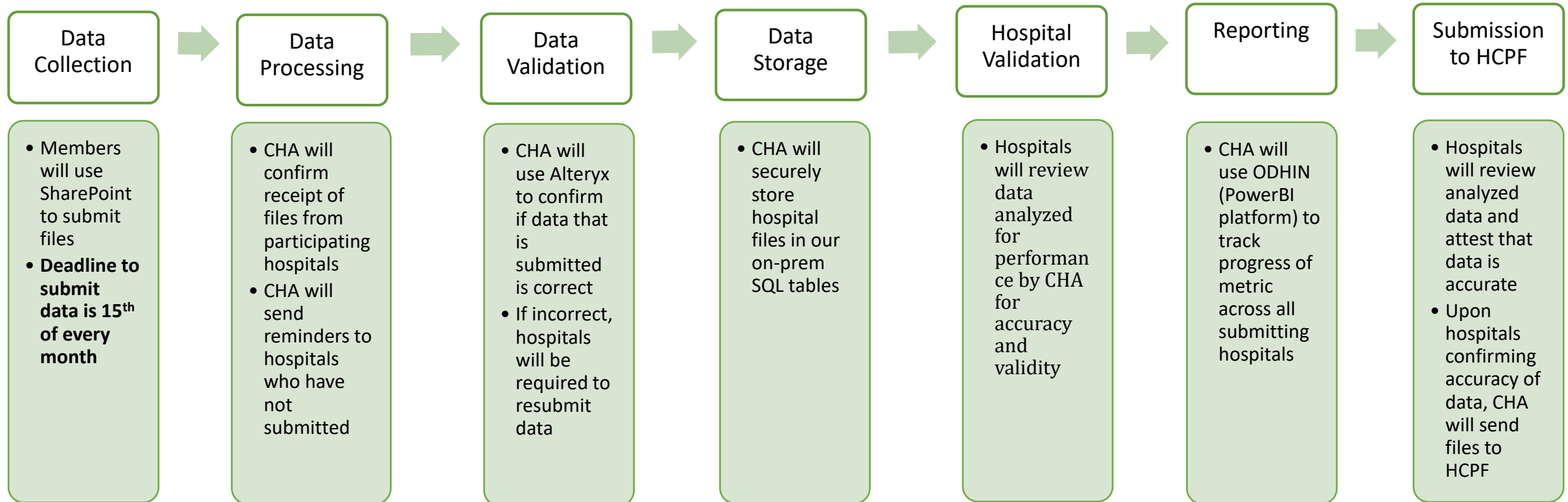
# Review of Data Elements

Name	Data Type	Notes
Hospital_ID	Num	This is the standard 3-digit hospital ID assigned by CHA for all Discharge Claims. Please contact the CHA data team for the ID number for your facility.
Patient_Account_Number	Alpha-numeric	This should be the unique identifier for this patient AND visit. This account number is given to the patient once a bill has been created and sent to the patient. This is not an MRN or CSN.
Medical_Record_Number	Alpha-numeric	This should be the identifier unique to this patient that is used any time this patient visits your facility (doesn't change between visits).
Admission_Date	Date	Format: MM/DD/YYYY. Date of admission into the emergency department.
Discharge_Date	Date	Format: MM/DD/YYYY. Date of discharge from the emergency department. If patient is admitted as inpatient, the admission date into the hospital should be used as the discharge date from the ED.
Admin_Date_Time	Date	Format: MM/DD/YYYY(hh:mm:00). The date and time (if available) of medication administration.
Medication	Char	Name of medication
Admin_route	Char	IV, PO, TD, IM, IN, etc.
Admin_dose	Num	
Admin_unit	Char	Only mg, g, or mcg. (No Volumes)

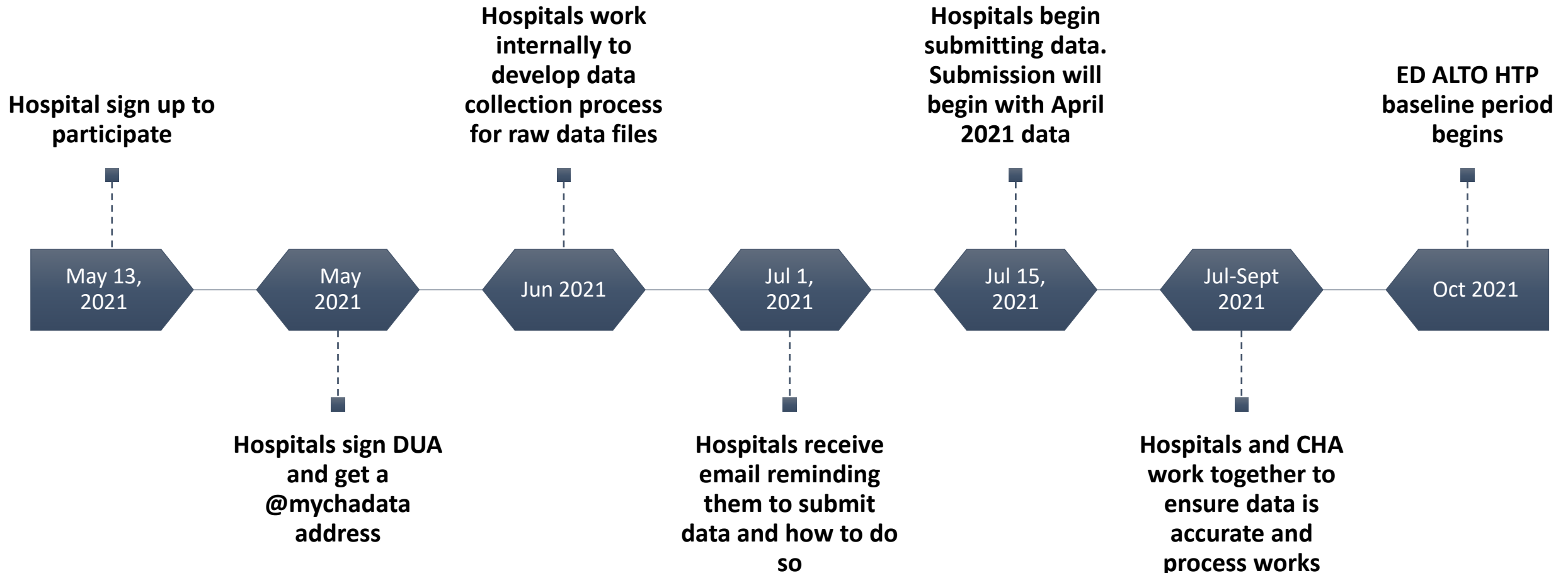
## Reminder:

- We are **no longer collecting NPI** and this should not be reported to CHA
- Patient Account Number should be the same as the one submitted through CHA Discharge Program

# Data Collection Process



# High Level Timeline





# Next Steps

## **Establish access and credentials by June 1, 2021**

- Submit your data use agreement with CHA to [odhin.admin@cha.com](mailto:odhin.admin@cha.com)
- Obtain a mychadata.com account
- Setup ODHIN access for all your teammates what will need to review data

## **Test submission and access to platforms by June 30, 2021**

- Log-in and submit data to the SharePoint site
- Log-in to the ODHIN platform to ensure you can access the correct dashboards

## **Submit first report by July 15, 2021 at 11:59 pm**

# Expectations of Hospitals

- Participating hospitals will submit data on the 15<sup>th</sup> of each month to ensure timely processing
  - Submissions should utilize the format provided in template
  - Errors in submission should be corrected in a timely fashion
- Submitting data through the SharePoint site attests to accuracy of data and endorsement by organization
- Confirm the validity and accuracy of data after analysis has been performed and approve submission of data to HCPF

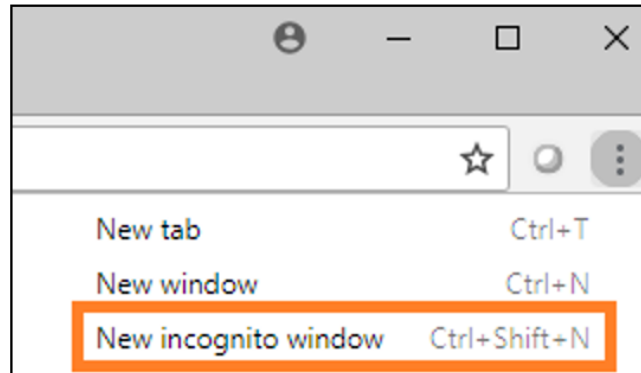
# SharePoint Training



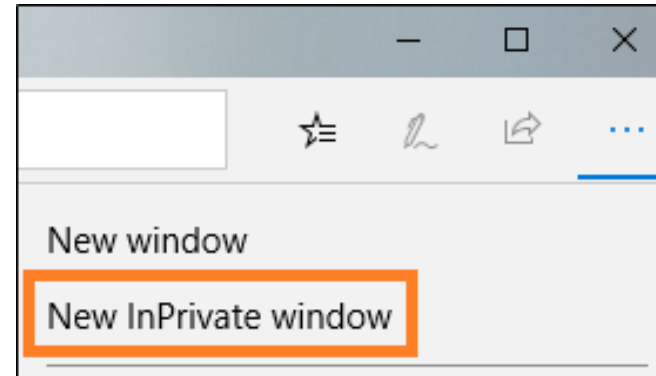
# A Note Before Starting

Make sure to open your browser in “**Incognito**” or “**InPrivate**” mode.

Google Chrome



Microsoft Edge

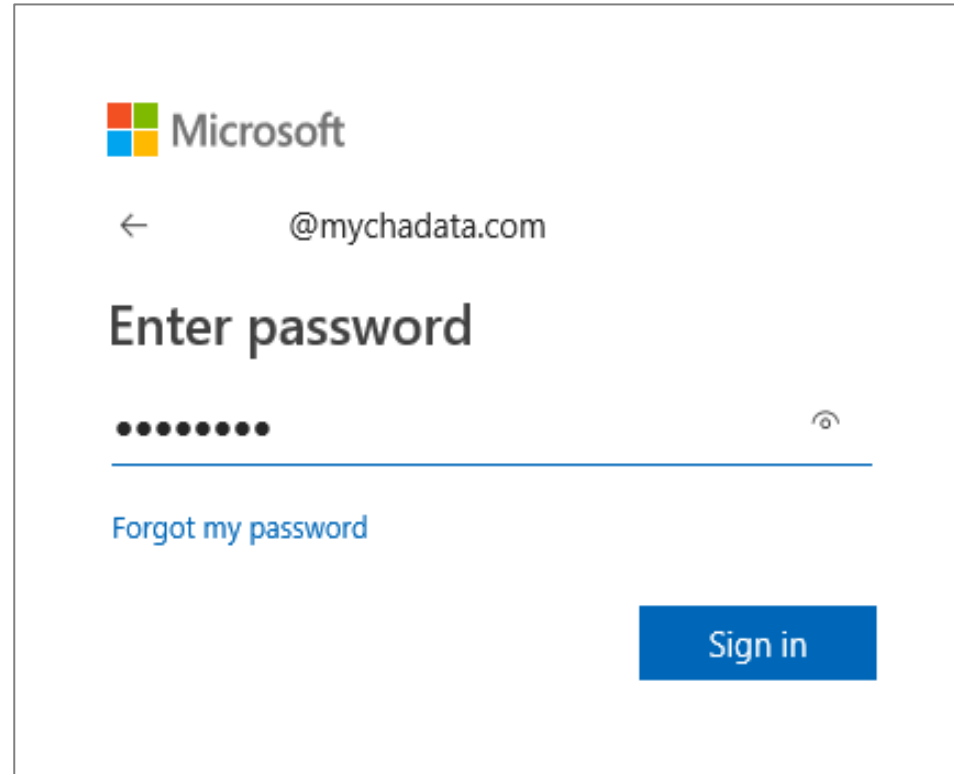


# Login

You will receive an email from [ms-noreply@microsoft.com](mailto:ms-noreply@microsoft.com) with your username and temporary password.

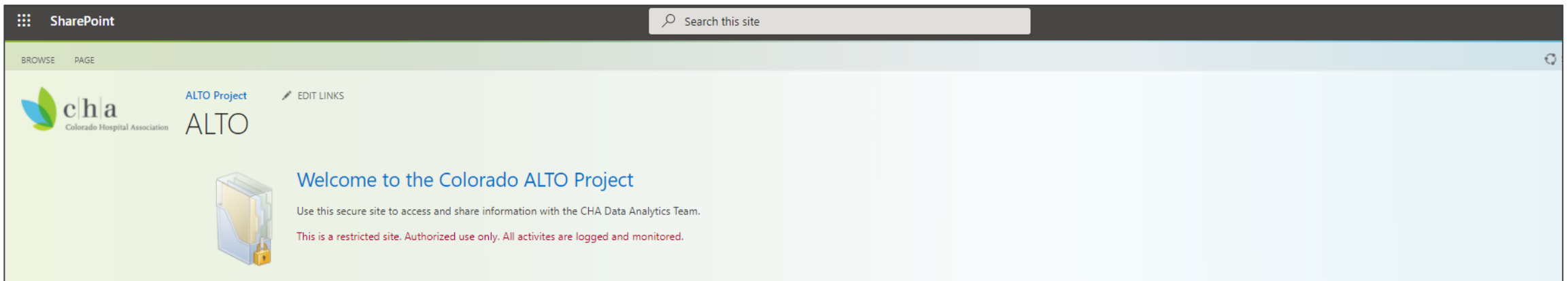
Enter your given **ID and temporary password**.

Please make sure to enter the temporary password manually (do **NOT** copy and paste from the email).



The screenshot shows a Microsoft login interface. At the top left is the Microsoft logo. Below it is a back arrow and the email address '@mychadata.com'. The main heading is 'Enter password'. Below this is a password input field with seven dots and a visibility icon on the right. Underneath the field is a blue link that says 'Forgot my password'. At the bottom right is a blue 'Sign in' button.

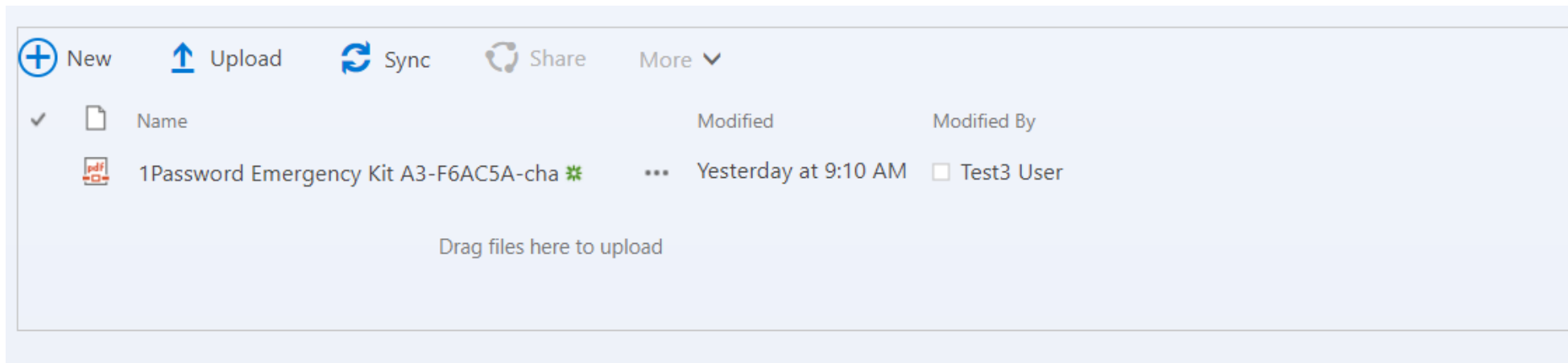
# Home Page





Access to SharePoint will be restricted such that users will only be able to see data from their own hospital(s)

# Upload

**Drag and drop the file to upload**



The screenshot shows a file management interface with a toolbar at the top containing icons for 'New', 'Upload', 'Sync', 'Share', and 'More'. Below the toolbar is a table with columns for 'Name', 'Modified', and 'Modified By'. A single file is listed: '1Password Emergency Kit A3-F6AC5A-cha' with a PDF icon, a green asterisk, and a three-dot menu icon. The file was modified 'Yesterday at 9:10 AM' by 'Test3 User'. Below the table is a large light blue area with the text 'Drag files here to upload'.

✓	Name	Modified	Modified By
	1Password Emergency Kit A3-F6AC5A-cha * 	Yesterday at 9:10 AM	<input type="checkbox"/> Test3 User

Drag files here to upload

# Live Demo





# Questions

- Contact [Odhin.Admin@cha.com](mailto:Odhin.Admin@cha.com)