CHA SW-BH3 ED ALTO For HTP Data Collection Process Overview

This is a quick guide to the HTP ED ALTO measure data collection process. Email odhin.admin@cha.com with any additional questions.

**Step 1. Go to the ED ALTO HTP SharePoint site to login and upload data**

- **Open an "incognito" or "InPrivate" browser window**
- Copy and paste this link in that private window:
  https://chadata.sharepoint.com/sites/htpmeasures/SitePages/Home.aspx
- Submit data on the **15th of every month** in the exact format provided in the data manual

Step 2. Log in using your @mychadata.com username and password

- Access to the SharePoint site will be restricted by hospital and user
- Hospitals will only be able to view their own data

Step 3. Select your hospital folder to upload your file

- Once inside the selected hospital folder, drag and drop your file
- Submitting data attests to the accuracy of data and endorsement by the organization
- **If a specific hospital folder is not selected, everyone participating in the program will be able to see the data uploaded**
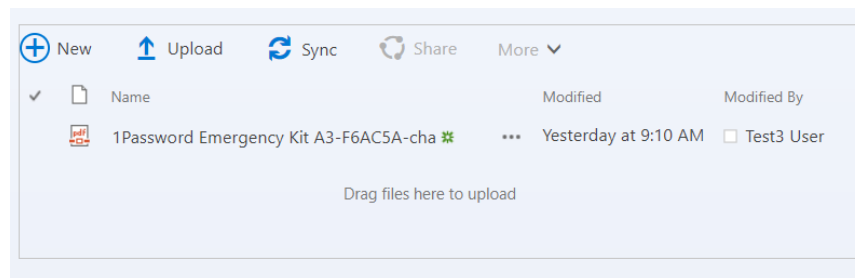
Step 4. Upload successful! If the file has been uploaded appropriately, it will appear on the SharePoint site with the time and user information

- A member of the CHA data team will be in touch for resubmission if there are any issues
- Errors in submission should be corrected in a timely fashion

Step 5. CHA conducts data analysis

- Hospitals do not need to do anything during this step
- CHA will standardize, analyze, and transform the data for benchmarking and reporting

Step 6. Log in to ODHIN (PowerBI platform) to track your hospital's progress

- View the ED ALTO dashboard visualizations, gaining insights to make improvements
- Email odhin.admin@cha.com to gain access to the ODHIN platform

Step 7. Review analyzed data and attest that data is accurate

- Hospitals will be provided additional information on this step as they begin submitting data