



# UCC DAVE Training

December 9, 2022

# Webinar Q&A

- GoTo Webinar Q&A Functionality:
  - Submit questions through the Q&A button at any time
- Questions will be answered at the end of each section
- Not every question may be answered live today
  - Every question will be noted, and responses provided later
- During “Questions” slides, feel free to click “Raise Hand” and we will unmute your line to ask a question live
- Email technical issues to Matisia Jones
  - [matisia.jones2@maryland.gov](mailto:matisia.jones2@maryland.gov)

# Points of Contact

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# January 2023 onwards

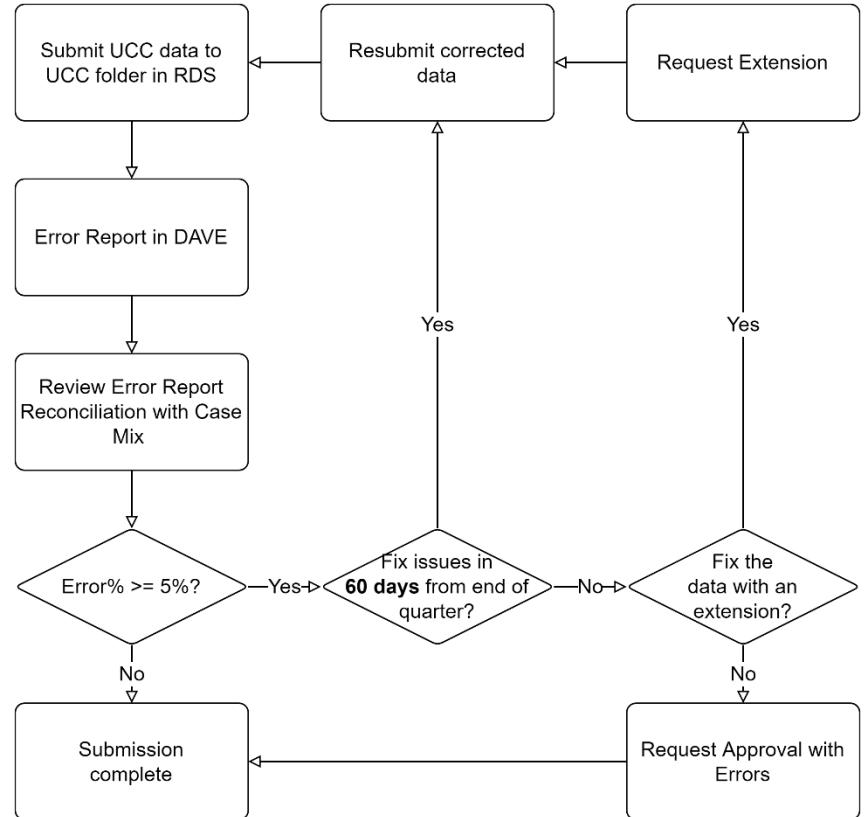
- Follow current process
  - Data (re)submission through UCC folder in RDS (SPG)
- New
  - Submission window 30 – 60 days after close of quarter
  - Automated notifications and reminders from DAVE
  - Error reports within an hour
  - Submission status in DAVE

# January 2023 onwards (contd.)

- New
  - Strict adherence to data submission format
    - File Naming Convention <HospitalID>\_FYyyQx\_UCC.xlsx
      - E.g. - 210001\_FY23Q2\_UCC.xlsx
    - File Naming Convention for resubmission <HospitalID>\_FYyyQx\_UCCREVz.xlsx
      - E.g. - 210001\_FY23Q2\_UCCRev1.xlsx
    - Hospital ID in cell B5
      - No special characters allowed
    - Reporting Quarter in cell E4
      - YYYYQx (YYYY – Fiscal Year; Q – Fiscal Quarter, e.g – 2022Q1)
  - Values for write off Type (B,C,R)
- Refer to the UCC memo for additional detail

# Overview

- Submit data to RDS UCC folder
  - 30 – 60 days after End of Quarter (EoQ)
- Download Error report from DAVE
  - < 1 hour from submission
- Error < 5% - Submission complete
- Error  $\geq 5\%$  - Review and fix errors
  - Able to fix within 60 days of EoQ?
    - Resubmit corrected data before Due Date
  - Able to fix with an extension?
    - Submit extension request & resubmit data
  - Unable to fix
    - Submit request for approval with errors



# Errors

- Validation Errors
  - Invalid Date Format
  - Invalid Write Off Type
  - Invalid Payer
  - Invalid Amount
- Reconciliation with Case Mix Data (eight quarters)
  - UCC Account Number does not match Case Mix
  - UCC Service Date does not match Case Mix
  - For the most recent quarter
    - Preliminary (monthly) Case Mix data will be used
- Permitted error percentage - **5%**

# Error Report Overview

Tab	Contents	Purpose
UCC HSCRC Letter	Summary of records received and count of records with Errors.	Overview of data quality and Case Mix reconciliation match rate
UCC Errors for Data Received	Line level details of records with Validation errors in the file submitted. Explanation gives details of the error.	Help identify the row numbers from the submission file with errors and the fields resulting in the error
UCC Warning for Data Received	Line level details of records with validation warnings in the files submitted. Explanation gives details of the warning.	Help identify the row numbers from the submission file with warnings and the fields resulting in the error
UCC Total Write-Off	Summary of the data submitted Write off type, Quarter and Payer	Help hospital reconcile the processed summaries with internal records
UCC Total Write-Off by Type	Summary of the data submitted Write off type by Quarter	Help hospital reconcile the processed summaries with internal records



# Error Report Overview (contd.)

Tab	Contents	Purpose
UCC Percent Error list	Summary of the type of errors identified in the submissions	Identify primary type of errors in the submission
UCC Cross Check with Case Mix	Summary of match rate between UCC data and Case Mix data	Help identify the type of mismatches between UCC submission and Case Mix data
Detail UCC Case Mix Cross Check	Account level details of records that do not match with Case Mix data, along with Case Mix data points	Help hospitals identify the records in the UCC submission that does not align with Case Mix data
UCC Balance	List of account numbers that have a total write off amount of <-\$100	Help hospitals identify accounts that have total negative write offs

# Identify Case Mix Reconciliation Issues

Detail UCC Case Mix Cross Check tab from the error report

Column Name	Description
ROW_NUM	Row number from the UCC file that was submitted
SRVC_DT	Service date from the UCC file that was submitted
WRITE_OFF	Write off amount from the UCC file that was submitted
PAYER	Payer from the UCC file that was submitted
TYPE	Write off type from the UCC file that was submitted
Case Mix Match Status	Reason for the mismatch between the UCC data and the Case Mix data
Case Mix Start Date	Admit Date from the Case Mix data for UCC records with patient account match
Case Mix End Date	Discharge Date from the Case Mix data for UCC records with patient account match
Case Mix Data Type	Case Mix data type where the match was found

# QUESTIONS



Add UCC User to DAVE

# User Management Workbook

- hMetrix will distribute user management workbooks to current DAVE primary contacts
  - These works books will be sent on Dec 14, 2022
- Hospitals to update the workbook:
  - Enter Y in the UCC column for current DAVE users who also require access to UCC records
  - Add details of new users who need access to UCC records
  - Workbooks to be returned to hMetrix by Jan 14, 2023
  - New users to be added to DAVE on Jan 30, 2023

<b>Hospital or system name:</b>		Hospital1			<b>Hospital or system ID:</b>		12345		
<b>#</b>	<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Email Address</b>	<b>Phone</b>	<b>Primary</b>	<b>Secondary</b>	<b>UCC</b>	<b>Accessible Hospital List</b>
1	Jon		Doe	<a href="mailto:jondoe@h1.com">jondoe@h1.com</a>		Y		Y	Hospital1
2	Jane		Smith	<a href="mailto:jsmith@h1.com">jsmith@h1.com</a>				Y	Hospital1



Walk through

# Account Activation

- Email with link to activate user account (only for new users of DAVE)
- Click on the link in the email

## DAVE Account Activation



hMetrix Team  
To: Maria Manavalan

Dear Maria,

To activate your DAVE account, please click [here](#). Please note that this link will expire in 7 days. If you are unable to click on the link, please copy and paste the following URL into your browser: <http://localhost:43453/#account/activate-user/99/310c7f097f6b4756a57e933ec5fd8518>

Please use the following guidelines to set a secure password:

- Minimum length of 8 characters
- Must contain at least one uppercase character
- Must contain at least one lowercase character
- Must contain at least one number or symbol

The DAVE web application is supported on Google Chrome version 57 and above, Microsoft Edge 12, Internet Explorer 11, Firefox version 45 and above, Safari version 9 and above, and Opera version 43 and above.

Please contact us at [HSCRC.Support@hmetrix.com](mailto:HSCRC.Support@hmetrix.com) for assistance.

Thank You,  
hMetrix Support

- Enter a secure password
- Click Save

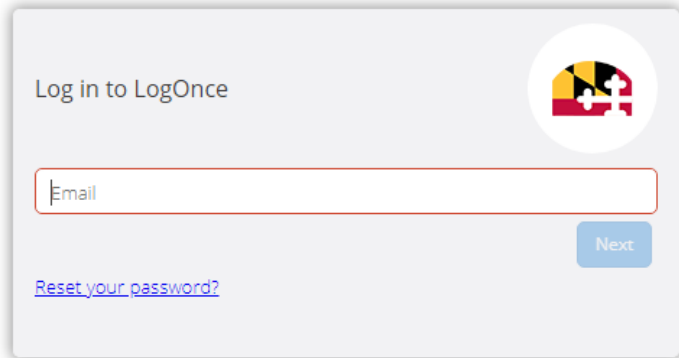
## Activate Account

### Note:

Create a password that is at least 8 characters. It must contain uppercase letters, lowercase letters and numbers or symbols. It cannot be the same as your User Id.

# Login

- <https://hscrcdave1.hmetrix.com>
- Enter email and click Next
  - UCC tasks available from Feb 1, 2023



Log in to LogOnce

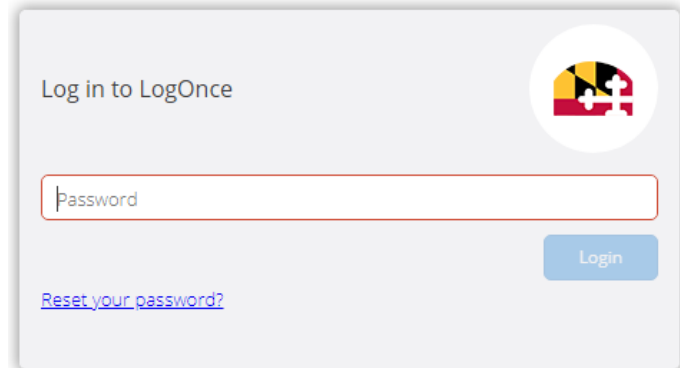
Next

[Reset your password?](#)

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- Enter password
- Click Login



Log in to LogOnce

Login

[Reset your password?](#)

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# DAVE Home Page Layout

The screenshot shows the DAVE Home Page interface. At the top left is the 'DAVE' logo. To its right are navigation icons for Tasks (A), Reports (B), and a Hospital Selector (C) set to '123 - Hospital'. Further right are icons for Landing Page settings (D), Help (E), and Logout (F). Below the navigation bar is a table of data submission tasks (G) with columns for Data Type, Fiscal Year, Period, Submission Type, Due Date, Status, Status Reason, Submission Date, Error %, and Error Report. Below this table are two summary tables: 'UCC Data Received Validation Summary' (H) and 'UCC Cross Check with Case Mix Summary' (I), both showing error percentages. At the bottom right is an 'Export task details to Excel' button (J).

Data Type	Fiscal Year	Period	Submission Type	Due Date	Status	Status Reason	Submission Date	Error %	Error Report
Inpatient	2023	Q1	Final	11/29/2022	Complete	DQ passed	11/28/2022 09:00 AM	0.1%	
Outpatient	2023	Q1	Final	11/29/2022	Complete	DQ passed	11/28/2022 09:00 AM	0.3%	
UCC	2022	Q4	Final	08/29/2022	Complete	DQ passed	08/26/2022 02:40 PM	1.97%	
Inpatient	2022	Q4	Final	08/29/2022	Complete	DQ passed	08/26/2022 02:40 PM	0.1%	
Outpatient	2022	Q3	Final	06/01/2022	Complete	DQ passed	05/31/2022 09:19 AM	0.1%	
Inpatient	2022	Q3	Final	06/01/2022	Complete	DQ passed	05/31/2022 09:10 AM	0.2%	

UCC Data Received Validation Summary					UCC Cross Check with Case Mix Summary			
Brief Error Description	Total Records	Warnings	Errors	Total Percent	Brief Error Description	Total Records	Errors	Total Percent
Service date prior to 7/1/2010.	7209	153	0	2.1%	Service dates off by 1 day	6103	203	3.3%
Invalid or missing payer code.	7209	0	140	1.9%	No matching patient ID or service dates in Case Mix	6103	145	2.4%
Total billed amount > \$100,000.	7209	4	0	0.1%	Service dates off by 2-30 days	6103	114	1.9%

A Tasks – Click to view the tasks page

B Reports – Click to view reports

C Hospital Selector – Use to select the hospital to view

D Landing Page settings

E Help – Knowledge Base and Service Desk

F Logout – Click to exit from DAVE

G Data submission Tasks table

H Details table – displays details regarding the selected data submission task

I Minimize Details table

J Export task details to Excel

# Select a Hospital

- Choose the Hospital using the list on right of the menu bar

**DAVE** 🔔 ⚙️ 👤 M, Maria 🚪 Logout


Tasks 📄 Reports Hospital: 123 - Hospital

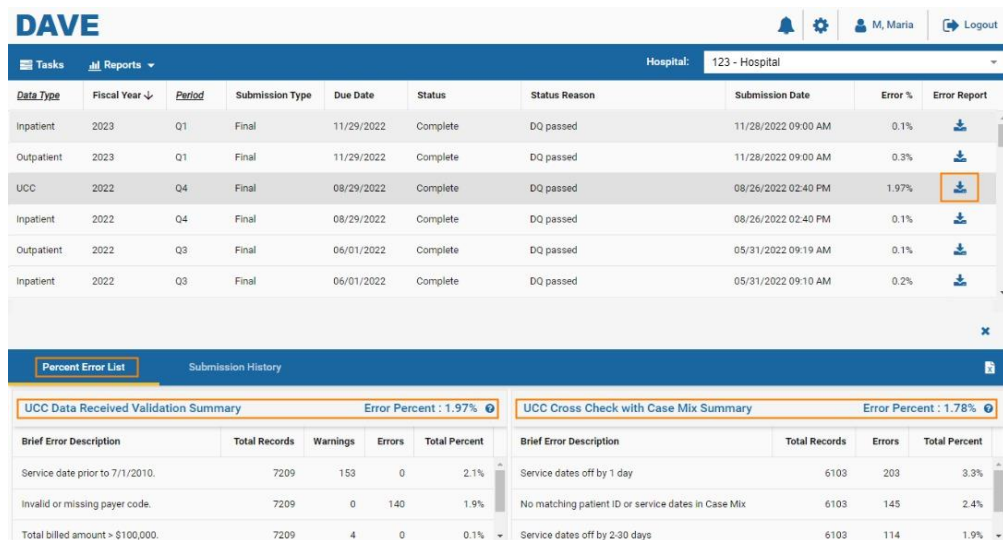
Data Type	Fiscal Year ↓	Period	Submission Type	Due Date	Status	Status Reason	Submission Date	Error %	Error Report
Inpatient	2023	Q1	Final	11/29/2022	Complete	DQ passed	11/28/2022 09:00 AM	0.1%	📄
Outpatient	2023	Q1	Final	11/29/2022	Complete	DQ passed	11/28/2022 09:00 AM	0.3%	📄
UCC	2022	Q4	Final	08/29/2022	Complete	DQ passed	08/26/2022 02:40 PM	1.97%	📄
Inpatient	2022	Q4	Final	08/29/2022	Complete	DQ passed	08/26/2022 02:40 PM	0.1%	📄
Outpatient	2022	Q3	Final	06/01/2022	Complete	DQ passed	05/31/2022 09:19 AM	0.1%	📄
Inpatient	2022	Q3	Final	06/01/2022	Complete	DQ passed	05/31/2022 09:10 AM	0.2%	📄

**Percent Error List** Submission History

UCC Data Received Validation Summary					Error Percent : 1.97%	UCC Cross Check with Case Mix Summary				Error Percent : 1.78%
Brief Error Description	Total Records	Warnings	Errors	Total Percent		Brief Error Description	Total Records	Errors	Total Percent	
Service date prior to 7/1/2010.	7209	153	0	2.1%		Service dates off by 1 day	6103	203	3.3%	
Invalid or missing payer code.	7209	0	140	1.9%		No matching patient ID or service dates in Case Mix	6103	145	2.4%	
Total billed amount > \$100,000.	7209	4	0	0.1%		Service dates off by 2-30 days	6103	114	1.9%	

# View & Download Error Report

- Double click on the data submission row
- Click on the  icon to download the Error Report
- The Percentage Error List tab in the lower pane displays the summary of the error report
  - UCC Data Validation Summary
  - UCC Cross Check with Case Mix Summary



The screenshot displays the DAVE web application interface. At the top, the user is logged in as 'M, Maria' and is viewing the 'Reports' section for 'Hospital: 123 - Hospital'. A table lists submission records with columns for Data Type, Fiscal Year, Period, Submission Type, Due Date, Status, Status Reason, Submission Date, Error %, and Error Report. The row for 'UCC' (2022, Q4, Final) is highlighted, and its 'Error Report' icon is circled in orange. Below the table, the 'Percent Error List' tab is active, showing two summary tables: 'UCC Data Received Validation Summary' (Error Percent: 1.97%) and 'UCC Cross Check with Case Mix Summary' (Error Percent: 1.78%).

Data Type	Fiscal Year	Period	Submission Type	Due Date	Status	Status Reason	Submission Date	Error %	Error Report
Inpatient	2023	Q1	Final	11/29/2022	Complete	DQ passed	11/28/2022 09:00 AM	0.1%	
Outpatient	2023	Q1	Final	11/29/2022	Complete	DQ passed	11/28/2022 09:00 AM	0.3%	
UCC	2022	Q4	Final	08/29/2022	Complete	DQ passed	08/26/2022 02:40 PM	1.97%	
Inpatient	2022	Q4	Final	08/29/2022	Complete	DQ passed	08/26/2022 02:40 PM	0.1%	
Outpatient	2022	Q3	Final	06/01/2022	Complete	DQ passed	05/31/2022 09:19 AM	0.1%	
Inpatient	2022	Q3	Final	06/01/2022	Complete	DQ passed	05/31/2022 09:10 AM	0.2%	

Brief Error Description	Total Records	Warnings	Errors	Total Percent
Service date prior to 7/1/2010.	7209	153	0	2.1%
Invalid or missing payer code.	7209	0	140	1.9%
Total billed amount > \$100,000.	7209	4	0	0.1%

Brief Error Description	Total Records	Errors	Total Percent
Service dates off by 1 day	6103	203	3.3%
No matching patient ID or service dates in Case Mix	6103	145	2.4%
Service dates off by 2-30 days	6103	114	1.9%

# Hospital Review - DQ Failed

- Require an extension to fix data quality issues
- Select the row in the table that you would like to review and request extension for
- Click on the Request Extension button on the bottom left

**DAVE** [Notification] [Settings] [User: UCC, Maria] [Logout]

Tasks | Reports | **EHR Survey** | Hospital: 123- Hospital

Data Type	Fiscal Year	Period	Submission Type	Due Date	Status	Status Reason	Submission Date	Erro...	Error Rep
UCC	2022	Q4	Final	12/15/2022	Hospital Review	DQ failed	11/29/2022 12:00 AM	7.6%	

**Review and Confirm Submission** | **Request Extension** [X]

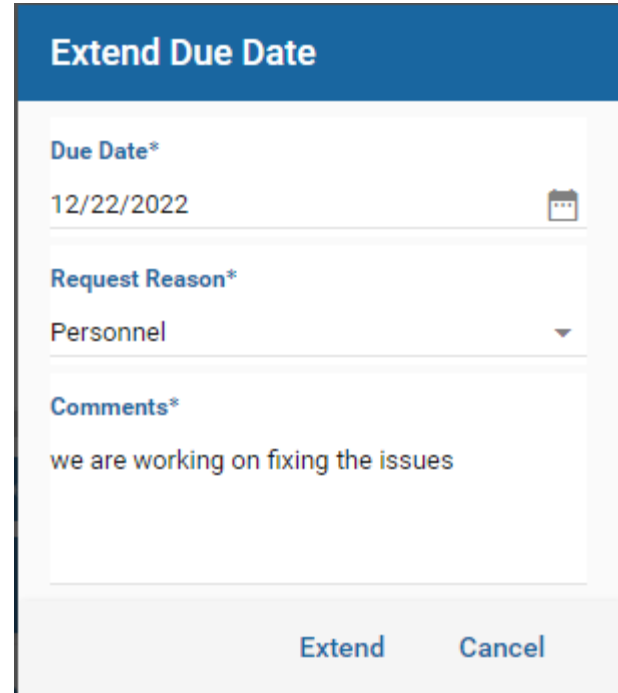
**Percent Error List** | Submission History [X]

UCC Data Received Validation Summary					Error Percent : 1.97%	
Brief Error Description	Total Records	Warnings	Errors	Total Percent		
Service date prior to 7/1/2010.	7209	153	0	2.1%		

UCC Cross Check with Case Mix Summary				Error Percent : 7.57%	
Brief Error Description	Total Records	Errors	Total Percent		
Service dates off by 1 day	6103	203	3.3%		

# Request Data Submission Extension

- Choose a new Due Date (must be within 15 days of production submission date)
- Choose a reason of the Extension
- Add comments with Explanation for the reason of the issue
- Click on Extend
- Confirm submission of Extension Request
- Email notification of Approval from HSCRC is sent to user



The screenshot shows a mobile application interface for extending a due date. The form is titled "Extend Due Date" and contains three main sections: "Due Date\*", "Request Reason\*", and "Comments\*". The "Due Date\*" field is currently set to "12/22/2022" and includes a calendar icon. The "Request Reason\*" field is a dropdown menu with "Personnel" selected. The "Comments\*" field contains the text "we are working on fixing the issues". At the bottom of the form, there are two buttons: "Extend" and "Cancel".

# Hospital Review - DQ Failed

- Unable to fix issues
- Select the row in the table that you would like to request to accept with Errors
- Click on the Review and Confirm Submission button on the bottom left

**DAVE** [Notifications] [Settings] [User: UCC, Maria] [Logout]

Tasks | Reports | EHR Survey | Hospital: 123- Hospital

Data Type	Fiscal Year	Period	Submission Type	Due Date	Status	Status Reason	Submission Date	Erro...	Error Repc
UCC	2022	Q4	Final	12/15/2022	Hospital Review	DQ failed	11/29/2022 12:00 AM	7.6%	[Download]

**Review and Confirm Submission** | Request Extension

Percent Error List | Submission History

UCC Data Received Validation Summary					Error Percent : 1.97%	
Brief Error Description	Total Records	Warnings	Errors	Total Percent		
Service date prior to 7/1/2010.	7209	153	0	2.1%		

UCC Cross Check with Case Mix Summary					Error Percent : 7.57%	
Brief Error Description	Total Records	Errors	Total Percent			
Service dates off by 1 day	6103	203	3.3%			

# Confirm Submission with Errors

- Choose a reason for the errors
- Add the reason why data issues cannot be fixed in the Comments
- Click Confirm Submission
- Upon approval by the HSCRC
  - Email notification of Approval from HSCRC is sent to user

## Confirm Submission

**Request Reason\***

EMR Hardware Issues

**Comments\***

Not able to fix issues due to change in EMR

Confirm Submission Cancel

# Questions?

