

MARYLAND HOSPITAL DATA REPOSITORY

DATA COLLECTION SYSTEM

TABLE OF CONTENTS

- I. Overview
- II. Function Key Definitions
- III. Access the Maryland Hospital Data Repository
- IV. Main Menu
 - a) View Submitted Data
 - b) Excel Import
 - c) Revise Imported Data
 - d) View the CSA/CSB reports
 - e) Request New User
 - f) Enter GBR/TPR Data
 - g) Log Off

MARYLAND HOSPITAL DATA REPOSITORY DATA COLLECTION SYSTEM

Overview

The Maryland Hospital Data Collection System is a web-based program that allows Maryland hospitals the ability to upload via excel worksheet, online, their monthly volume and revenue statistics for submission to the HSCRC. The submission dates for the monthly data are 30 days after the report period ends.

System Security is managed by the HSCRC. The HSCRC is responsible for approving, user requests, and assigning privilege criteria. It is imperative that the user IDs and passwords not be shared. This will enable the HSCRC to protect the integrity of the system and each hospital's data. The security measures ensure that only users authorized by the HSCRC can view an individual hospital's data.

Questions may be addressed to Amanda Vaughan at the HSCRC via phone 410-764-2597 or email: Amanda.vaughan@maryland.gov or to the system design programmer, Senthil Ramiah, by emailing hscrc@aileronconsulting.com

Access the Program

Go to your web browser and type the following Internet address:
<https://rates.hscrc.maryland.gov/project1/login.asp>

The first screen you will see is the **LOGIN** screen (Illustration I).

Illustration I



(1) Sign-on to the Maryland Hospital Data Repository

- a) Move cursor to the User Name box on the Login screen.
- b) Type user ID into this box and using the tab key move to the password box.
- c) Type your password.
- d) Either tab to the Monthly Volume and Revenues button and hit the Enter key or click on the button to advance to the Main Menu.

When you login for the first time, you will be presented with the following screen. Please verify your contact information and update any relevant fields. Click on Save if you have made changes. Click on Cancel if the contact information is current.

The screenshot shows the 'USER INFORMATION' form with the following details:

- Organization Name: UMMC
- User Name: ummc123
- Title: Analyst
- Phone: McCoy
- Email: jmccoy@aieronconsulting.com
- Hospital Number: 2
- Password: (empty)
- Name: Joseph
- Fax: 4105552321
- User Privilege: User

Buttons: Save, Cancel

Main Menu

Illustration II

The screenshot shows the 'Monthly Volume and Revenues' main menu with the following details:

- Select Hospital Name: UMMC
- View Submitted Data:
 - ★ View submitted data in the three utilization schedules: *Daily Hospital, Ambulatory and Ancillary Services*.
 - ★ View previously submitted data.
- Excel Import:
 - ★ Import data into the three utilization schedules: *Daily Hospital, Ambulatory and Ancillary Services*. Only one month's data can be uploaded/revise using one Excel file.
- Revise Imported Data:
 - ★ Revise Imported data in the three utilization schedules: *Daily Hospital, Ambulatory and Ancillary Services*. Only one month's data can be uploaded/revise using one Excel file.
- View Reports CSA/CSB:
 - ★ Statistical Data Summary Rate Compliance:
- Request New User:
 - ★ Request new user

(1) Select the Hospital

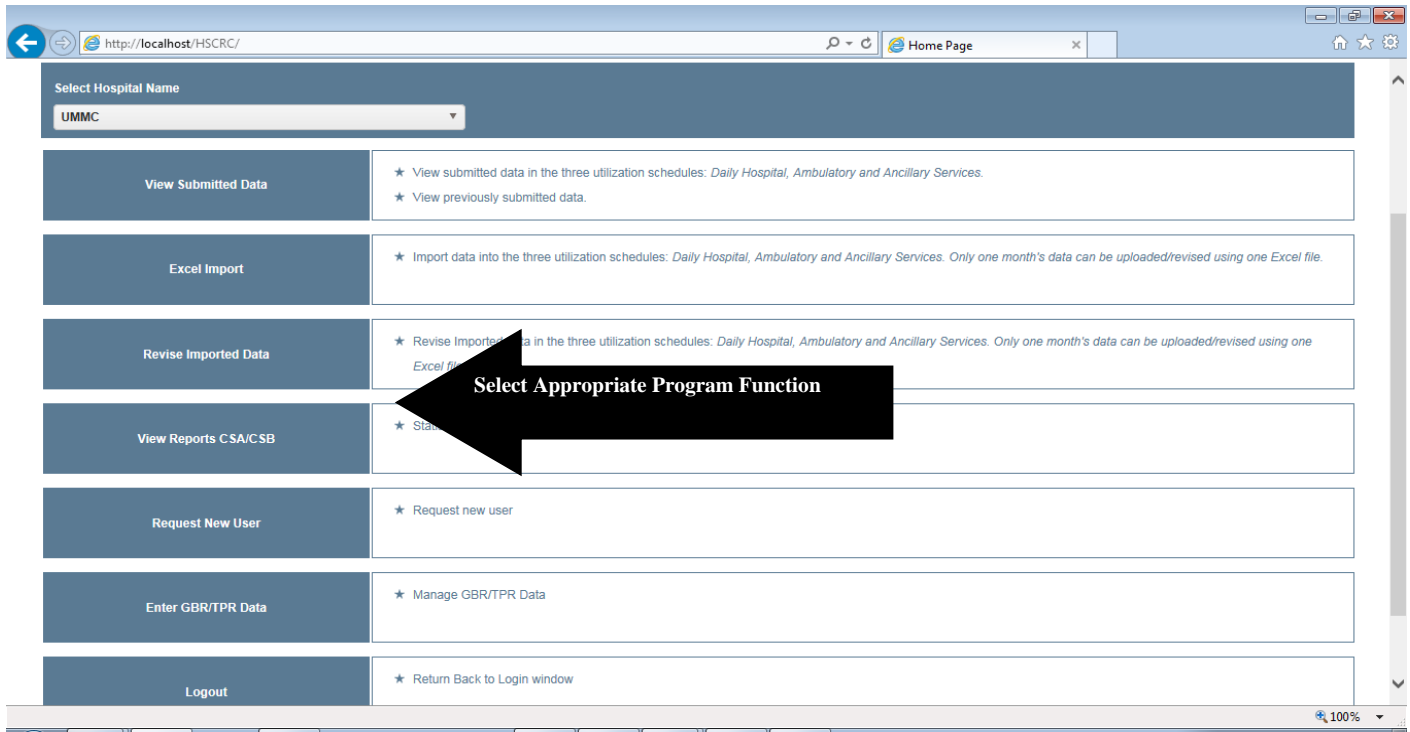
- a) The drop down box under Select Hospital Name, in the top section of this screen, should have your hospital name defaulted in based on your user ID and password. (Illustration II)

(2) Select the Appropriate Program Function

Using the links on the left *MAIN MENU* screen, you may: (Illustration III)

- a) View Submitted Data
- b) Import data via Excel
- c) Revise Imported Data
- d) View the CSA/CSB reports
- e) Request New User
- f) Enter GBR/TPR Data
- g) Log Off

Illustration III



Menu Layout :(Illustration IV)

Using the links on the drop down menu of the **MENU BAR**, you may access the same functions that are available on the home page.

Illustration IV



a.) View Submitted Data (Illustration V)

To access this function click on the link title. On this screen select the report period and utilization schedule and click the Retrieve button to view your hospital's data which has previously been submitted to the HSCRC.

Illustration V

Hospital name Defaulted to the User Name

1) Select Schedules and Report Period Date

2) Retrieve

3) Submitted Data

	CODE	DAILY HOSPITAL SERVICES	VOLUMES	N/A	REVENUE	DAYS OVER CAPACITY	ADM. BIRTHS, TRANS IN	LICENSED BEDS	TOTAL IN-STATE I/P VOLUME	TOTAL OUT-STATE I/P VOLUME	TOTAL IN-STATE I/P REVENUE	TOTAL OUT-STATE I/P REVENUE
		CENTER	I/P	N/A	I/P				VOLUME	VOLUME	REVENUE	REVENUE
A1	MSG	Medical Surgical Acute	4407.00	0	4828701.66	0	867	271	3983.29	423.71	4391712.66	436989.00
A2	PED	Pediatrics Acute	541.00	0	915847.00	0	177	34	535.95	5.05	907175.72	8671.72
A3	PSY	Psychiatric Acute	1402.00	0	1758386.44	0	138	56	1362.97	39.03	1712692.66	4569.03
A4	OBS	Obstetrics Acute	533.00	0	562968.87	0	187	30	532.00	1.00	561911.11	1057.76
A5	DEF	Definitive Observation	3354.00	0	5651313.00	0	523	46	3013.88	340.12	5068138.73	583174.27

- 1) The hospital name and hospital number are automatically populated based on your user id.
- 2) Select the report period and Utilization schedule from the drop downs.
- 3) Click the “Retrieve” button. The system will automatically populate the last effective rate date and display the submitted data.
- 4) Click the “Cancel” button to return to the Home Page.

b.) Excel Import

- 1) To access this function click on the link title “Excel Import” that is under the Data section on the menu. This screen will let you browse the excel template file to upload the monthly data.
- 2) Click the “Excel Template” link to download the sample Excel template file. Excel file types that are supported are .xls and .xlsx.
- 3) Click the browse button to browse for the excel file that contains your data.
- 4) Click on Upload to upload the Excel file and preview the data.

- 5) After you click “Upload” you can review the data to see if there are any errors. The error code definitions will appear at the bottom of the screen only if you have errors in the Excel worksheet (see Illustration VII).
- 6) If your submission contains errors, you will not be able to submit the data. .
- 7) Click the “Reupload Excel File” link to reupload a file if there are any errors.
- 8) Click the “Submit to HSCRC” button to transmit your final results.

Illustration VI

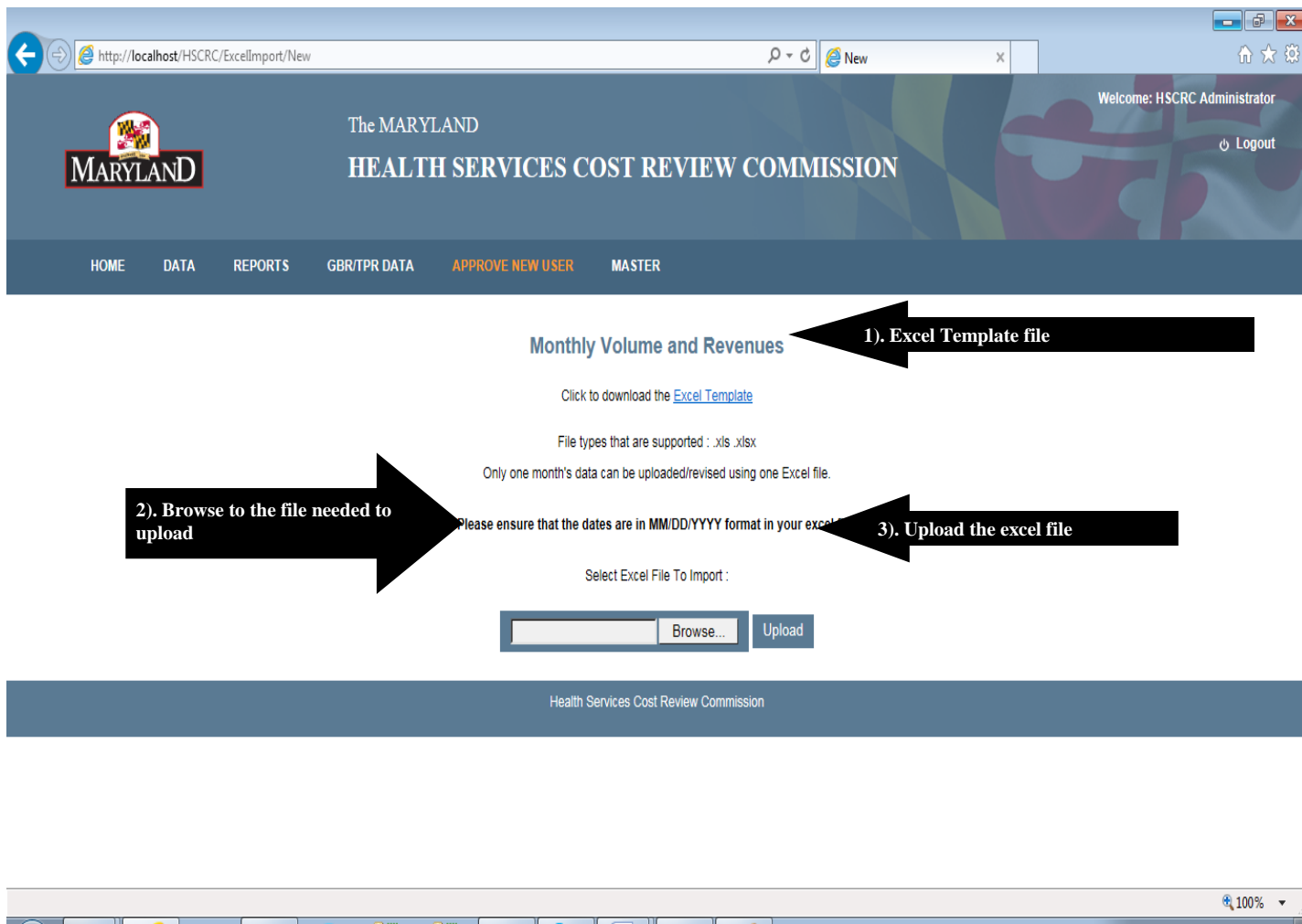


Illustration VII

Status	Report Date	CODE	VOL_IN	VOL_OUT	REV_IN	REV_OUT	TOTAL_IN_STATE_VOL_IN	TOTAL_OUT_STATE_VOL_IN	TOTAL_IN_STATE_VOL_OUT	TOTAL_OUT_STATE_VOL_OUT
	9/01/2014	MRI	336	0	19215	0	306	30	0	0
Invalid code	9/01/2014	AMR	396	0	2325.6	0	396	0	0	0
	9/01/2014	ADM	149	0	19689	0	104	45	0	0
	9/01/2014	MSS	130086.6	94437.5	174316.08	126546.19	91628.5	38458.1	69504	24933.4 ET
	9/01/2014	CDS	51622	50866.2	146606.53	144460.07	37736.9	13885.1	37010.1	13856.1
	9/01/2014	IRC	38	0	2660	0	38	0	0	0
	9/01/2014	ORC	0	280	0	8277.5	0	0	280	0
	9/01/2014	OBV	204	1295	7752	51173	177	27	1007	288

Re-upload Excel File

Submit to HSCRC

Submit to HSCRC

Reupload Excel file

The uploaded file contains errors. Please correct the errors and upload the file again.

Error Code

Error and Warning Flag:
 - The program will not submit worksheets with errors
 - Input errors are highlighted in Red, and the fields will have error codes displayed next to them.
 Error and Warning Codes:
 EV - Volume must have corresponding revenue and vice versa;
 ET - Sum of cost centers does not equal the total. Recheck the information for inaccurate numbers;
 Invalid Date - The Date does not match dates specified for other Center Codes.
 Invalid Code - The Center Code is invalid for your Hospital.
 Duplicate Code - There are multiple lines with the same Center Code.

The following are the error codes and definitions:
Error and Warning Flags

- The program will not submit worksheets with errors
- Input errors are highlighted in Red, and the fields will have error codes displayed next to them.

Error and Warning Codes:

EV - Volume must have corresponding revenue and vice versa;

ET - Sum of cost centers does not equal the total. Recheck the information for inaccurate numbers;

Invalid Date - The Date does not match dates specified for other Center Codes.

Invalid Code - The Center Code is invalid for your Hospital.

Duplicate Code - There are multiple lines with the same Center Code.

c.) Revise Imported Data

Revise Imported Data allows a hospital user to upload a revised excel document for the hospital's submitted data (see illustration VIII). The "Revise Imported Data" screen has the same appearance and functionality as the "Excel Upload" screen. Note that you can only revise a previously submitted data. You can submit revisions for multiple months.

Illustration VIII

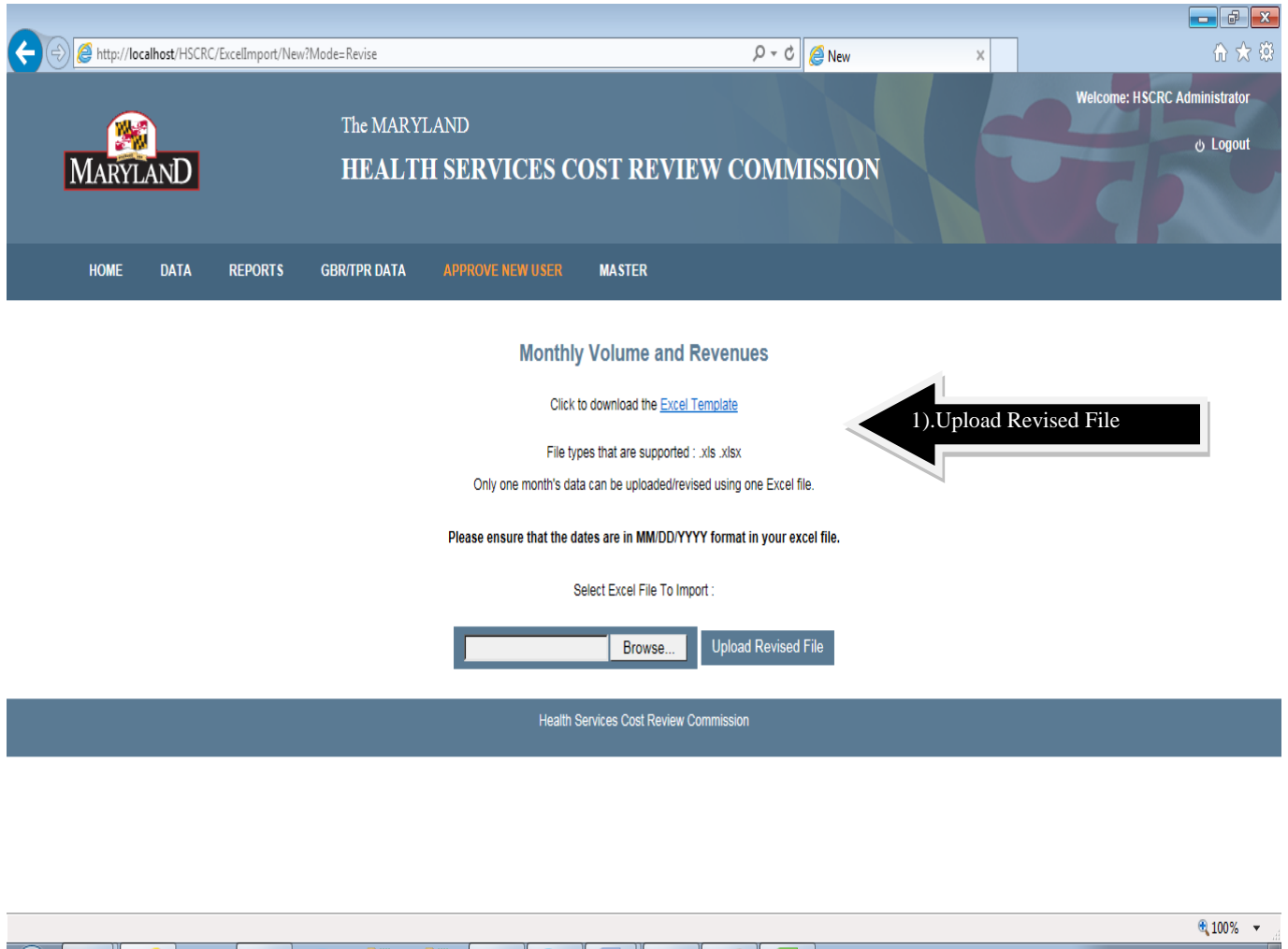


Illustration IX

The screenshot shows a web browser window with the URL `http://localhost/HSCRC/ExcelImport/UploadFile?Mode=Revise`. The main content is a table titled "Monthly Volume and Revenues" with the following data:

Status	Report Date	CODE	VOL_IN	VOL_OUT	REV_IN	REV_OUT	TOTAL_IN_STATE_VOL_IN	TOTAL_OUT_STATE_VOL_IN	TOTAL_IN_STATE_VOL_OUT	TOTAL_OUT_STATE_VOL_OUT
Invalid code	1/01/2014	RHB	2005	0	2044600	0	1818	187	0	0
Invalid code	1/01/2014	LAB	30179	0	55219.9...	0	27401	2778	0	0
Invalid code	1/01/2014	RAD	1637	0	58375.4...	0	1637	0	0	0
Invalid code	1/01/2014	RES	0	0	0	0	0	0	0	0
Invalid code	1/01/2014	PTH	44826	17956	803040.06	336832...	41107	3719	17553	403
Invalid code	1/01/2014	OTH	34231	4070	621470.08	70840.44	31458	2773	4070	0
Invalid code	1/01/2014	STH	6348	1768	339581.11	88735.46	5739	609	1712	56
Invalid code	1/01/2014	CDS	46261	0	334698...	0	41868	4393	0	0

Below the table, there is a red error message: "loaded file contains errors. Please correct the errors and upload the file again." Below this message are two buttons: "Send for HSCRC Approval" and "Reupload Excel file". A black arrow labeled "Send for Approval" points to the "Send for HSCRC Approval" button, and another black arrow labeled "Re-upload Excel File" points to the "Reupload Excel file" button.

Error and Warning Flag:
 - The program will not submit worksheets with errors
 - Input errors are highlighted in Red, and the fields will have error codes displayed next to them.

Error and Warning Codes:
EV - Volume must have corresponding revenue and vice versa;
ET - Sum of cost centers does not equal the total. Recheck the information for inaccurate numbers;
Invalid Date - The Date does not match dates specified for other Center Codes.

d.) Review Reports CSA/CSB (Illustration IX)

This function allows the user to review your hospital's CSA/CSB statistical data summary rate compliance reports (see Illustration IX). The reports have a column titled "HSCRC Approved Rates". The rates are based the hospital's most recent approved rates and do not take into consideration any corridor expansions that the hospital has requested. Edits to the reports are not allowed on this screen. If your hospital has submitted revisions for approval, the pending revisions are displayed on this report.

- 1) Organization name is loaded automatically based on the user.
- 2) Select Report month and year from the drop down.
- 3) After selecting the report period click the "Retrieve" button which loads report based on selection criteria and Last effective rate date is also populated in the screen.

- 4) Click on the “Printable screen” link to print the report. Be sure to set the page layout to Landscape mode when printing.

Illustration X

The screenshot shows a web browser window with the URL `http://localhost/HSCRC/ViewReports/CSACSBReport`. The page header includes the Maryland state logo and the text "The MARYLAND HEALTH SERVICES COST REVIEW COMMISSION". A navigation menu at the top contains links for HOME, DATA, REPORTS, REQUEST NEW USER, ENTER GBR/TPR DATA, and PRINTABLE SCREEN. A "Welcome: Patrick Morris" message and a "Logout" link are visible in the top right. Below the navigation menu, there is a "STATISTICAL DATA SUMMARY" section with a "RATE COMPLETION" sub-section. This section contains a form with the following fields:

- Organization Name: UMMC
- Report Period Date: February
- Rate Effective Date: 07/01/2019

 Below the form are "Retrieve" and "Cancel" buttons. A "Printable Screen" link is highlighted with a black arrow. Below the form, a table titled "Report Data" is displayed with the following columns: Revenue Centers, Gross Revenues, Units of measure, Actual Rate Charged, HSCRC Approved Rate, Charge Variance, Variance Percentage, and an unlabeled column. The table contains four rows of data:

Revenue Centers	Gross Revenues	Units of measure	Actual Rate Charged	HSCRC Approved Rate	Charge Variance	Variance Percentage	
Medical Surgical Acute	5,056,838	4,426	1,142.5300	1,071.1658	315,858	00.0666	MSG
A2 Pediatrics Acute	802,429	521	1,540.1708	1,315.1858	117,217	00.1711	PED
A3 Psychiatric Acute	1,660,862	1,253	1,325.5084	1,186.5502	174,115	00.1171	PSY
A4 Obstetrics Acute	451,430	407	1,109.1646	1,050.9896	23,677	00.0554	OBS

e). Request New User (Illustration XI)

This function allows the user to create a new user under their organization. Once the HSCRC administrator approves the request, the user id will become active.

- 1) After entering all the inputs for creating the new user click the "Save" button and the record will be saved for approval by the HSCRC administrator.
- 2) Click the "Cancel" button which redirects to home page.

Illustration XI

The screenshot shows a web browser window with the URL `http://localhost/HSCRC/RequestNewUser/ReqCreate`. The page header includes the Maryland state logo and the text "The MARYLAND HEALTH SERVICES COST REVIEW COMMISSION". A navigation menu contains links for HOME, DATA, REPORTS, REQUEST NEW USER, and ENTER GBR/TPR DATA. The main content area is titled "USER REGISTRATION" and contains a form with the following fields: Organization Name (UMMC), Hospital Number (2), User Name, Password, Title, Name, Phone, Fax, Email, and User Privilege. There are "Save" and "Cancel" buttons at the bottom of the form. A large black arrow points to the "Save" button, and another large black arrow points to the "Cancel" button. The browser's status bar at the bottom shows "100%" zoom.

f). Enter GBR/TPR Data

This function allows the user to create and modify the GBR/TPR data for a fiscal Year and will be able to export the report in excel.

- 1) Click the “GBR/TPR Create” button to create the new GBR/TPR data for the fiscal year.
- 2) Click the “Edit” button to modify the data previously entered.
- 3) Click the “Export” button to export the report data into excel sheet.
- 4) **If you have a pending Revision, then the “Report pending approval of revision” message will be displayed.**
- 5) To create GBR/TPR Data, first select the Fiscal year. Upon selection the months will be loaded automatically based on the FY start month for your hospital. Enter the values in Interim Revenue and Actual GBR/TPR Revenue text boxes.

- 6) The “Months” column represents the fiscal year months,
- 7) The second column is “Actual Data”(7) – calculated based on the data which has been uploaded through excel files previously
- 8) “GBR/TPR Projected Revenue” (8) – is the column where you would enter the projected revenue for the month.
- 9) After entering the data click the “Save” (9) button.

Illustration XI

Click the button to Create New GBR/TPR

If you have pending data waiting for approval, please come back to the site to export the report once it is approved.

GBR/TPR Create

Hospital Name	Fiscal Year		
UMMC	2016	Edit	Export
UMMC	2017	Edit	Export
UMMC	2020	Edit	Export
UMMC	2013	Edit	Export
UMMC	2018	Edit	Export
UMMC	2010	Edit	Export
UMMC	2015	Edit	Report pending approval of revision
UMMC	2011	Edit	Export
UMMC	2012	Edit	Report pending approval of revision
UMMC	2014	Edit	Export

1 - 10 of 11 items

Illustration XII (GBR/TPR Create Page)

HOSPITAL - CREATE GBR/TPR

Organization Name: UMMC Hospital Number: 2 Fiscal Year: 2016
 Interim Revenue: Annual GBR/TPR Revenue:

Month	Actual Data	GBR/TPR Revenue
Oct		Enter Value
Nov		Enter Value
Dec		Enter Value
Jan		Enter Value
Feb		Enter Value
Mar		Enter Value
Apr		Enter Value
May		Enter Value
Jun		Enter Value
Jul		Enter Value
Aug		Enter Value
Sep		Enter Value

Buttons: Cancel Save

Illustration XIII (GBR/TPR Edit Page)

HOSPITAL - EDIT GBR/TPR

Organization Name: UMMC Hospital Number: 2 Fiscal Year: 2013
 Interim Revenue: 2.00 Annual GBR/TPR Revenue: 2.00

Month	Actual Data	GBR/TPR Revenue
Oct	0.00	3244
Nov	0.00	234
Dec	0.00	234
Jan	102662279.45	24
Feb	88673342.54	234
Mar	92749091.89	234
Apr	98112074.57	234
May	100339490.61	234
Jun	89957732.20	324
Jul	100432137.31	234
Aug	100685542.32	234
Sep	96577372.90	234

Buttons: Cancel Save

g.) Logoff (Illustration XIV and Illustration XV)

You can either logoff by clicking on the Logoff link on the top right hand side or by clicking on the Logoff button on the Main page.

Illustration XIV (Logout Link)



Illustration XV (Logout Link)

