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**State of Maryland**

**Department of Health**

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**To:** Hospital Case Mix Liaisons

**From:** Claudine Williams, Associate Director, Clinical Data Administration

**Date:** June 27, 2019

**Re:** FY 2020 Inpatient, Outpatient and Psychiatric Data Submission Requirements and Update on Vendor Transition

This memorandum serves to inform hospitals of the revisions to the Inpatient, Outpatient and Psychiatric Data Submission Requirements (DSR) for FY 2020 and the FY 2020 Production Schedule. In addition, this memo provides some clarification regarding the data request moratorium, an update on the vendor transition timeline and tentative dates for the first Quarterly Data Forum.

**FY 2020 Data Submission Requirements**

Due to the vendor transition this summer, the HSCRC will not be making any substantive changes to the DSR. What has been added are more details to the data edits that are performed on each variable submitted by hospitals to the data processing vendor. Please review the attached DSRs for Inpatient, Outpatient and Psychiatric and distribute to appropriate staff. Although there are no changes to the layout, the FY 2020 DSR will be effective with the FY 2020 Q1 July and August Preliminary Submission due in September (see Production Schedule below).

**FY 2020 Production Schedule**

Below is the Inpatient, Outpatient, and Psychiatric case mix data submission schedule for FY 2020 Table 1). Included on the schedule are the due dates for the financial data and the Reconciliation Reports. As a reminder, the Reconciliation Reports are due 67 days from the end of the prior quarter.



**Vendor Transition Update**

As stated in the previous memo, the Saint Paul Group (SPG) will continue to be a partner to the HSCRC as its Repository Vendor. Hospitals will continue to submit monthly and quarterly confidential data through Repliweb. Questions related to connections to Repliweb should go to Joan Hebron (joan.hebron@thestpaulgroup.com )at the St. Paul Group.

SPG will also be processing the case mix data (including the FY 2020 Q1 Final) until the FY 2020 Q2 October Preliminary Submission (as displayed in the table above); at which time, HSCRC will completely transition to hMetrix as the data processing vendor. Between August and October, hMetrix will be parallel processing the data to ensure a smooth transition.

During the transition, please continue to address data submission and data processing concerns to joan.hebron@thestpaulgroup.com until the FY 2020 Q1 Final due on or around December 2, 2019. Beginning with FY 2020 Q2 October prelim data, please address any data processing concerns to [HSCRC.Support@hMetrix.com](mailto:HSCRC.Support@hMetrix.com) . All other questions regarding the case-mix data, including requests for extensions or data request can continue to go to [Oscar.Ibarra@maryland.gov](mailto:Oscar.Ibarra@maryland.gov) or [claudine.williams@maryland.gov](mailto:claudine.williams@maryland.gov). See Table 2 below for contact information.

*Table 2: Contacts for Hospital Discharge Questions*

|  |  |  |
| --- | --- | --- |
| **Types of Questions** | **Entity & Email Address** | |
| **Until FY 2020 Q1 Final Submission**  **(**June to October, 2019**)** | **Beginning with FY2020 Q2 October Preliminary Submission (**November 2019 onwards**)** |
| Data Submission issues (i.e., files are not uploading to repository) | Saint Paul Group (SPG) joan.hebron@thestpaulgroup.com | Saint Paul Group (SPG) joan.hebron@thestpaulgroup.com |
| Error reports and processing questions | Saint Paul Group (SPG) joan.hebron@thestpaulgroup.com | hMetrix ([HSCRC.Support@hMetrix.com](mailto:HSCRC.Support@hMetrix.com)) |
| Extensions, resubmissions, submission due dates | HSCRC  [Oscar.Ibarra@maryland.gov](mailto:Oscar.Ibarra@maryland.gov) or [claudine.williams@maryland.gov](mailto:claudine.williams@maryland.gov). | HSCRC  [Oscar.Ibarra@maryland.gov](mailto:Oscar.Ibarra@maryland.gov) or [claudine.williams@maryland.gov](mailto:claudine.williams@maryland.gov). |

Although this is a significant transition, hospitals should see very little change to the data submission process during the first six to nine months. The submission process and error reports will remain virtually the same. It is the intent of the HSCRC, St, Paul Group and hMetrix to make this transition as seamless as possible. Once transitioned, the HSCRC and hMetrix will begin the work of streamlining and updating the process as necessary, and will keep hospitals posted as plans come together.

**Clarification on Moratorium on Data Requests and Resubmissions of Closed Quarters**

To mitigate risks during the vendor transition, the HSCRC is implementing a moratorium on all **new** data requests (i.e., FY 2020) for statewide public use files until October 2019. If the HSCRC has already approved your request prior to June 1, you will receive any outstanding data. The moratorium does not include any data requests that are fulfilled by CRISP or for grouping services through SPG.

Additionally, the HSCRC will not be accepting hospital requests to resubmit quarters prior to FY 2019 until after January 1, 2020. We understand that many hospitals rely on these processes to provide the most accurate data to the HSCRC but believe it is of the utmost importance to do everything we can to ensure a seamless transition.

**Improving Data Quality: Data Submission Requirements (DSR) Updates and Enhancing Edits**

Improvement to edit descriptions as well as downgrading some errors to warning are already in production and are noted in the FY 2020 DSR. For the edits in development, the HSCRC plans to review its proposed changes with a group of hospital stakeholders in an “Edits Subgroup” at the end of summer. If you or someone from your hospital would like to participate in this sub-group, please email Oscar Ibarra at [oscar.ibarra@maryland.gov](mailto:oscar.ibarra@maryland.gov). Following stakeholder review, revisions to the edits will go live in early 2020.

**Quarterly Data Forums**

Finally, the HSCRC with its data processing vendor hMetrix, is planning to host a quarterly data forum in August. The purpose of these quarterly data forums are to provide a place for HSCRC staff and Hospital representatives and stakeholders to discuss issues related to Case Mix and Financial Data. Our goal for these forums is to increase our level of communication during this year of transition and help minimize any potential challenges as we work together to continue to enhance the quality of the hospital discharge data over the next few years. Save the dates will be sent later this month, with registration information and agenda to follow. This will be a recorded webinar, and will be available on our website after the meeting.

Thank you again for your hard work and partnership with the HSCRC.

If you have any questions regarding the information in the memo or regarding the submission of monthly and quarterly hospital discharge data, please contact Claudine Williams on 410-764-2561, or by email at [claudine.williams@maryland.gov](mailto:claudine.williams@maryland.gov).