



Registration

The registration process was designed to maintain the confidentiality and security of confidential data reports. User and Administrator registration can be completed at <https://secure.homehealthquality.org>.

As part of the registration process, your facility will need to designate an Administrator. The Administrator's role is to authenticate your facility's account and to approve and maintain all additional user accounts. All users must be individually approved and verified by the Administrator.

HHQI
National Campaign
Инициатива качества

The Evolution of Care

Home Registration Log In/Out

Welcome

Welcome to the HHQI National Campaign data access system. This site will allow you to view monthly quality data for your agency as it becomes available.

REGISTER
Register if you are a first-time user. Note that this system requires separate and distinct registration from the national campaign. Your user name and ID for that site will not work with the data access system.

LOGIN
Log in to view your user information and any available data.

HHQI DATA
Access System

Questions?

HHQI Info
National Campaign

Visit the HHQInfo Page on the national campaign site.

You may also contact us.

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Last Updated November 09, 2009 10:21 AM.

Administrator Registration

In order to receive your confidential data reports, your facility must first designate an Administrator.

You will need to have the following information for your facility:

(1) Medicare provider identification number

This number is the 6-digit identification for your provider. The first two digits identify the state in which the provider is located. The last four digits identify the type of provider, i.e., home health. Branch facilities can also register for the secured data reports. Branch provider Medicare provider identification numbers differ in that they are 10-digit alpha numeric code (e.g., ##Q####001). Each branch is numbered with the same provider identification number as described above, the parent company. This branch number has two differences: the first is the letter "Q" which appears in the third position between the state code and the 4-digit provider designation; the second are the three additional digits that are added to the end of the number. These digits are sequential assignments correlating to the number of branches that the provider may have. The three additional digits range from 001-999.

(2) The hospitalization rate for May 2009 (account verification/authentication)

The hospitalization rate is located on page two of your HHA Trend Analysis Report in the CASPER system.

CONFIDENTIAL

Home Health Hospitalization By Reason Report

Page 2 of 2

AGENCY NAME:
MEDICARE #:

Monthly Hospitalizations vs. Transfers/Discharges
Number of Monthly Hospitalizations out of Total Transfers/Discharges(as of 02/17/2010)

	Jul 2008	Aug 2008	Sep 2008	Oct 2008	Nov 2008	Dec 2008	Jan 2009	Feb 2009	Mar 2009	Apr 2009	May 2009	Jun 2009	Total
Hospitalizations													
Transfers/Discharges													
Hospitalization %													

If your facility utilizes a vendor to access this report, please contact your vendor and request this information. A recorded training session for accessing CASPER reports can be found on <https://www.qualitynet.org/dcs/ContentServer?cid=1212671050266&pagename=Medgic%2FMQPresentations%2FPresentationTemplate&c=MQPresentations>

The following lists the steps for accessing the report to obtain your account verification number:

1. Login to CASPER
2. Select CASPER Reporting
3. Log in to the system
4. Select 'Reports' tab at the top of the screen
5. Select 'OASIS-B1 OBQI/OBQM' on the left hand side of the screen
6. Select the report 'HHA Trend Analysis Report'

7. Put a v in the box labeled 'Acute Care Hospitalization'
8. Select the End Date of '05/2009'
9. Click on the Submit button
10. Once the report has completed running, select the 'Folders' tab at the top of the screen
11. Open the report
12. On page 2 of the report in the first section labeled 'Monthly Hospitalizations vs. Transfers/Discharges' you will see the May 2009 column. In the third row of that table, the Hospitalization % is listed. This is the number that you will use to verify your account. Please type the number in this format as is applies to your facilities results – ##.# or #.#

After this information has been entered correctly, the provider reports will be available for you to view as well as approve for additional users to have access to the system. The following illustrates this process:

The screenshot shows the HHQI National Campaign website. The top navigation bar includes 'Registration' and 'Log In/Out'. The main content area is titled 'Your Facility:' and contains a form for registration. The form includes a text input field for the Medicare provider ID, a 'Go' button, and a text input field for the facility name. Below the facility name field is a link to continue the registration process. The page footer contains copyright information for 2009 Home Health Quality Improvement.

1. Click here for Administrator and User registration

2. Enter your 6/10 digit Medicare provider ID

3. Click here to continue the registration process

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1) Password does not conform to our standard strength guidelines of at least 8 characters long and three out of four character types (UPPER, lower, 0-9, special characters)

Your Contact Information

User Name:

First Name:

Last Name:

Title:

Email:

Phone: ext:

Password:

Verify Password:

Alternate Contact Information

You may elect to provide information for someone at your facility that we may contact in your absence.

First Name:

Last Name:

Email:

AltPhone: ext:

Click here to continue the registration process. An email will be sent to the email address listed above indicating that you have registered for the site.

Register as an Administrator

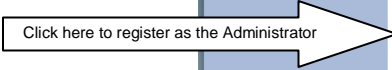
An administrator for your facility has not yet been assigned. Therefore, you have the ability to serve as the account administrator. This will allow you to:

- Approve data access requests for others who register from your agency
- Update contact information
- Transfer administrative privileges to someone else in your agency.

All agencies that use this system must have a registered administrator to access data.

Select one of the following options to continue.

- Yes. I am authorized and willing to serve as my agency's account administrator. As administrator, I understand I will be responsible for reviewing and approving system access for others in my agency who register to view reports.
- No. I do not wish to serve as account administrator. I understand that I cannot access data reports until my agency names an administrator, who will then approve my access.



Select one of the following options to continue.

- Yes. I am authorized and willing to serve as my agency's account administrator. As administrator, I understand I will be responsible for reviewing and approving system access for others in my agency who register to view reports.
- No. I do not wish to serve as account administrator. I understand that I cannot access data reports until my agency names an administrator, who will then approve my access.

As account administrator, you must validate that you are authorized to access data on behalf of your agency. Please provide the following information:

Please provide the following information....

To verify your account as administrator for your facility, please provide your May 2009 hospitalization rate found on page two of the HHA Trend Analysis Report. This report can be found in the CASPER system. If your facility utilizes a vendor to access this report, please contact your vendor and request this information. A recorded training session for accessing CASPER reports can be found on <https://www.qualitynet.org/dcs/ContentServer?cid=1212671050266&pagename=Medqic%2FMQPresentations%2FPresentationTemplate&c=MQPresentations>

The following lists the steps for accessing the report to complete your administrator registration process:

1. Login to CASPER
2. Select CASPER Reporting
3. Log in to the system
4. Select 'Reports' tab at the top of the screen
5. Select 'HHA OBQI Reports' on the left hand side of the screen
6. Select the report 'HHA Trend Analysis Report'
7. Put a ✓ in the box labeled 'Acute Care Hospitalization'
8. Select the End Date of '05/2009'
9. Click on the Submit button
10. Once the report has completed running, select the 'Folders' tab at the top of the screen
11. Open the report
12. On page 2 of the report in the first section labeled 'Monthly Hospitalizations vs. Transfers/Discharges' you will see the May 2009 column. In the third row of that table, the Hospitalization % is listed. This is the number that you will use to verify your account. Please type the number in this format as it applies to your facilities results – ##.##% or #.##%

Hospitalization % Verify

Enter the hospitalization % - do not enter the '%'. Click on the Verify button to complete your Administrator registration. An email will be sent confirming the completion.

You must enter a number with one decimal place. Example 1.5 or 2.0

User Registration

In order to receive your confidential data reports, your facility must have a registered Administrator.

You will need to have your Medicare provider identification number. This number is the 6-digit identification for your provider. The first two digits identify the state in which the provider is located. The last four digits identify the type of provider, i.e., home health. Branch facilities can also register for the secured data reports. Branch provider Medicare provider identification numbers differ in that they are 10-digit alpha numeric code (e.g., ##Q####001). Each branch is numbered with the same provider identification number as described above, the parent company. This branch number has two differences: the first is the letter "Q" which appears in the third position between the state code and the 4-digit provider designation; the second are the three additional digits that are added to the end of the number. These digits are sequential assignments correlating to the number of branches that the provider may have. The three additional digits range from 001-999.

The screenshot shows the HHQI National Campaign website registration page. The page header includes the HHQI logo and the slogan "The Evolution of Care". A navigation bar contains "Registration" and "Log In/Out" links. The main content area is titled "Your Facility:" and contains a form for entering a Medicare provider ID. Below the form is a text input field for the facility name and a "click here to continue your registration" link. Three callouts with arrows point to these elements: 1. "Click here for Administrator and User registration" points to the "Registration" link. 2. "Enter your 6/10 digit Medicare provider ID" points to the text input field. 3. "Click here to continue the registration process" points to the "click here to continue your registration" link. The footer contains copyright information for 2009 Home Health Quality Improvement.

1. Click here for Administrator and User registration

2. Enter your 6/10 digit Medicare provider ID

3. Click here to continue the registration process

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Registration Log In/Out

Your Facility:
Enter the provider number for your facility or branch and click "Go" to perform a lookup.

This number is the 6-digit Medicare provider identification for your facility. The first two digits identify the state in which the provider is located. The last four digits identify the type of facility, i.e., home health. If you are registering as a branch, the identification number is a ten-digit alpha-numeric (e.g., ##Q####001). Each branch is numbered with the same provider identification number as described above, the parent company.

This number has two differences:

- the first is the letter "Q" which appears in the third position between the state code and the 4-digit provider designation.
- the second are the three additional digits that are added to the end of the number. These digits are sequential assignments correlating to the number of branches that the provider may have.

○ the three additional digits range from 001-999.

Your facility name here

click here to continue your registration

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1) Password does not conform to our standard strength guidelines of at least 8 characters long and three out of four character types (UPPER, lower, 0-9, special characters)

Your Contact Information

User Name:

First Name:

Last Name:

Title:

Email:

Phone: ext:

Password:

Verify Password:

Alternate Contact Information

You may elect to provide information for someone at your facility that we may contact in your absence.

First Name:

Last Name:

Email:

AltPhone: ext:

Click here to continue the registration process. An email will be sent to the email address listed above indicating that you have registered for the site.

Submit

If your facility does not currently have an Administrator, you will see the following screen. Your account will be placed in a pending status until an Administrator has registered and can approve your User account. Otherwise, if an Administrator has registered, you will receive a message that your account has been sent to the Administrator for approval. You will be notified via email once your account has been approved.

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Home Registration Members Log In/Out

Register as an Administrator

An administrator for your facility has not yet been assigned. Therefore, you have the ability to serve as the account administrator. This will allow you to:

- Approve data access requests for others who register from your agency
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All agencies that use this system must have a registered administrator to access data.

Select one of the following options to continue.

Yes, I am authorized and willing to serve as my agency's account administrator. As administrator, I understand I will be responsible for reviewing and approving system access for others in my agency who register to view reports.

No, I do not wish to serve as account administrator. I understand that I cannot access data reports until my agency names an administrator, who will then approve my access.

Home • Registration • Members • Log In/Out

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Click here to register as a user (Note: this screen will only appear if an Administrator has not registered.)

Administrator User Approval

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Log In/Out

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Access System

Questions?

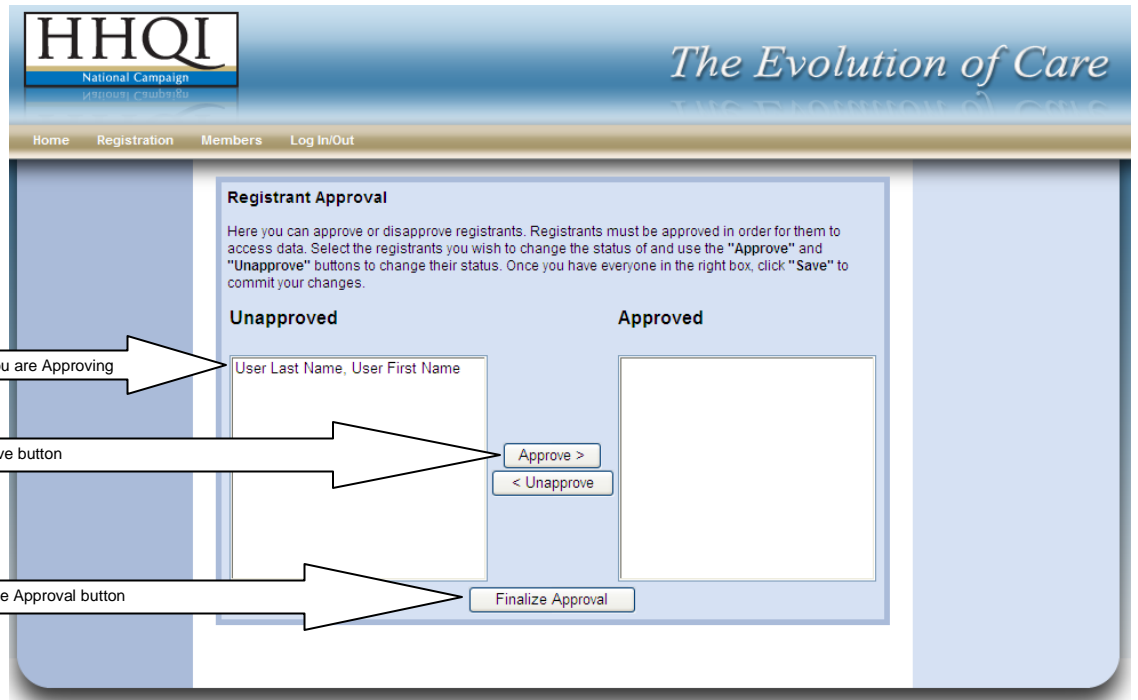
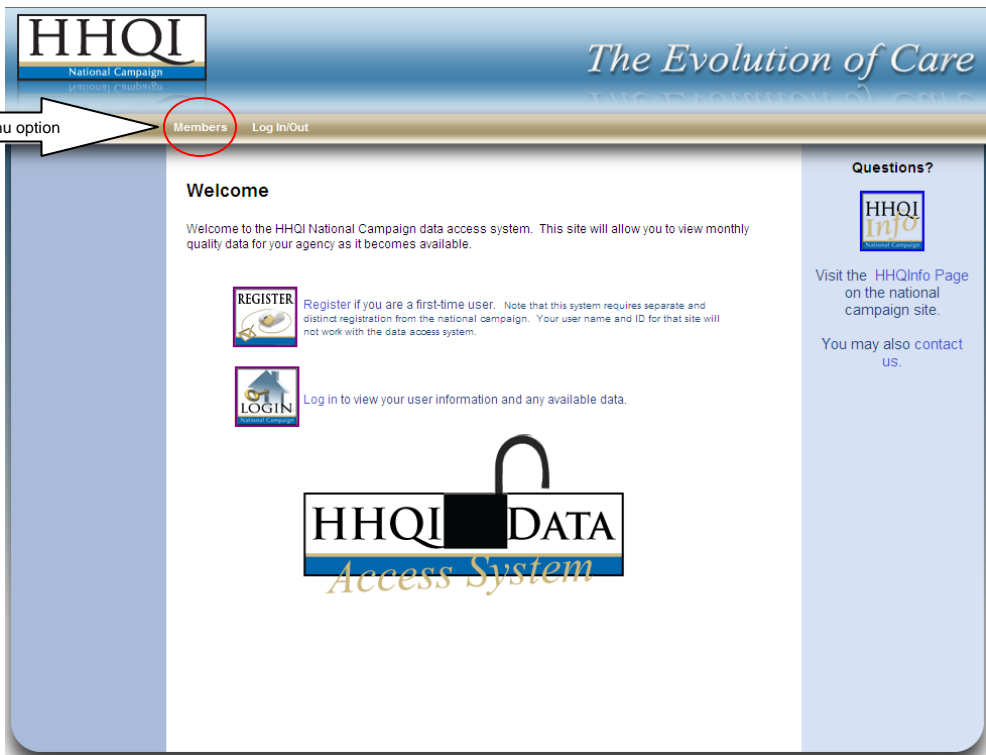
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Username:	<input type="text"/>	← Username NOT case sensitive
Password:	<input type="password"/>	← Password IS case sensitive
<input type="button" value="Login"/>		



An email will be sent to the User to notify them that you have approved their account. If at some point, you would need to revoke access for an approved User, you would simply select the user under the Approved box, click on the Unapprove button and click on the Finalize Approval button. An email will be sent to the User to notify them that their account has been revoked.

Report Access

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Login Log In/Out

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LOGIN Log in to view your user information and any available data.

HHQI DATA
Access System

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HHQI info
National Campaign

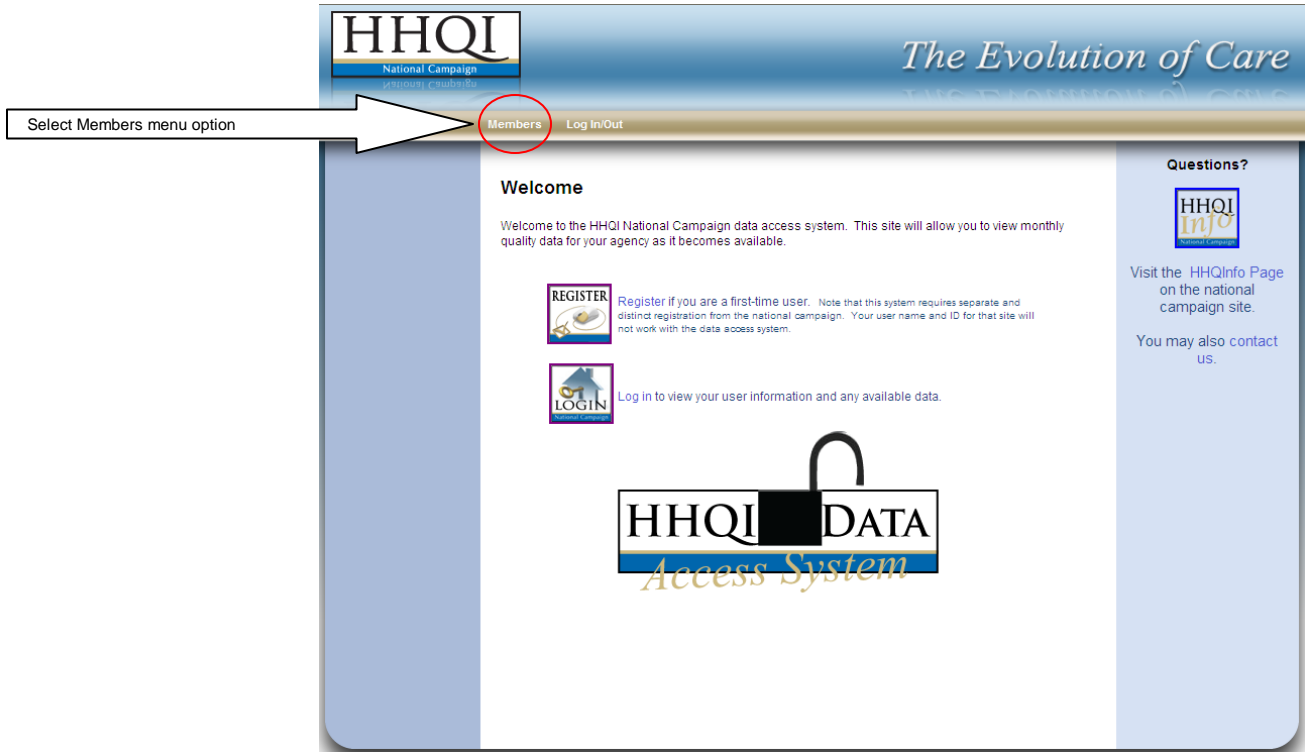
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Username:	<input type="text"/>
Password:	<input type="password"/>
	<input type="button" value="Login"/>



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