



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
Improving Care

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.

Home • Registration • Log In/Out

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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=Medqic%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 'HHA OBQI Reports' 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 entering a Medicare provider ID. Below the form is a field for 'Your facility name here' and a link to continue the registration process. Three callouts with arrows point to these specific 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.

HHQI
National Campaign

The Evolution of Care

1. Click here for Administrator and User registration

Registration Log In/Out

Your Facility:

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

2. Enter your 6/10 digit Medicare provider ID

Go

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

3. Click here to continue the registration process

click here to continue your registration

If this is not your facility, please check your provider number and try again. If you continue to have problems, please visit our help page.

Home • Registration • Log In/Out

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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

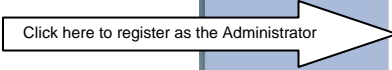
An administrator for your facility has not yet been assigned. Therefore, you have the ability to serve as the account administrator. This will allow you to:

- 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.

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.

HHQI
National Campaign
for Home Health Quality Improvement

The Evolution of Care
THE EVOLUTION OF CARE

1. Click here for Administrator and User registration → [Registration](#) Log In/Out

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

2. Enter your 6/10 digit Medicare provider ID → Go

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.

3. Click here to continue the registration process → Your facility name here

[click here to continue your registration](#)

If this is not your facility, please check your provider number and try again. If you continue to have problems, please visit our help page.

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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.

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.

The screenshot shows the HHQI website interface. At the top left is the HHQI logo with the text 'National Campaign' below it. At the top right is the slogan 'The Evolution of Care'. Below the logo and slogan is a navigation bar with links for 'Home', 'Registration', 'Members', and 'Log In/Out'. The main content area is titled 'Register as an Administrator'. It contains the following text: '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:'. This is followed by a bulleted list: '• Approve data access requests for others who register from your agency', '• Update contact information', and '• Transfer administrative privileges to someone else in your agency.'. Below the list, it states: 'All agencies that use this system must have a registered administrator to access data. Select one of the following options to continue.' There are two radio button options: the first is '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.'; the second is '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.' The second radio button is circled in red. An arrow from a text box on the left points to this radio button.

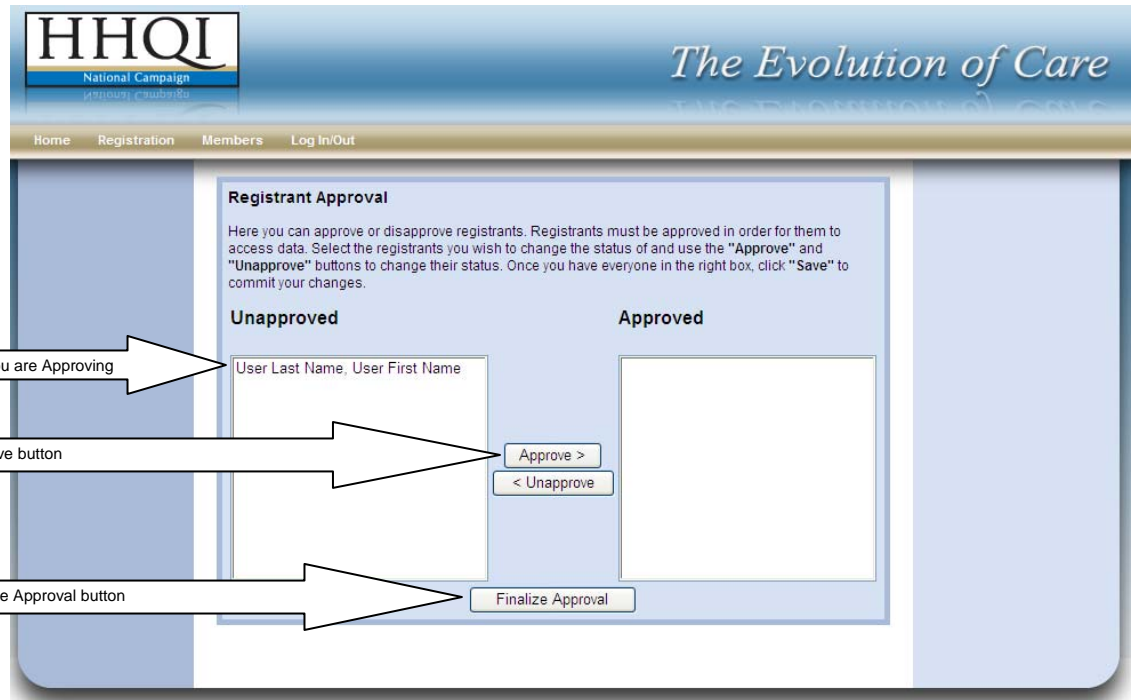
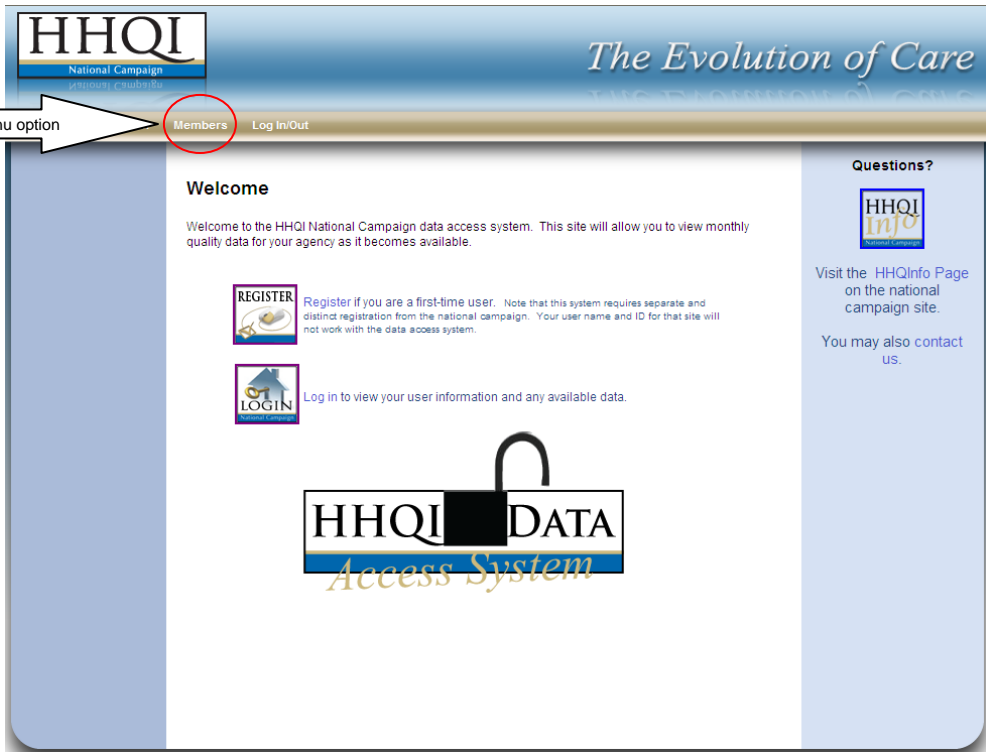
Click here to register as a user (Note: this screen will only appear if an Administrator has not registered.)

Administrator User Approval

The screenshot shows the homepage of the HHQI National Campaign data access system. At the top left is the HHQI logo with the text "National Campaign" below it. To the right of the logo is the slogan "The Evolution of Care". Below the slogan is a navigation bar with "Login" and "Log In/Out" links. The "Log In/Out" link is circled in red, and an arrow points from the "Login" link to it. The main content area is divided into three sections: a "Welcome" section with a paragraph of text, a "REGISTER" section with a small icon and text, and a "LOGIN" section with a small icon and text. In the center of the page is a large graphic of a padlock with the text "HHQI DATA Access System" overlaid on it. On the right side, there is a "Questions?" section with the HHQI Info logo and text about visiting the HHQInfo Page and contacting support.

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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

The screenshot shows the HHQI National Campaign website. At the top left is the HHQI logo with the text "National Campaign" below it. To the right of the logo is the slogan "The Evolution of Care". Below the logo, there are two buttons: "Login" and "Log In/Out". An arrow points from the "Login" button to the "Log In/Out" button, which is circled in red. The main content area is titled "Welcome" and contains the following text: "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." Below this text are two buttons: "REGISTER" and "LOGIN". The "REGISTER" button has a small icon of a person and a document. The "LOGIN" button has a small icon of a person and a document. Below these buttons is a large graphic of a padlock with the text "HHQI DATA Access System" overlaid on it. On the right side of the page, there is a "Questions?" section with the HHQI Info logo and the text: "Visit the HHQInfo Page on the national campaign site. You may also contact us."

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



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