



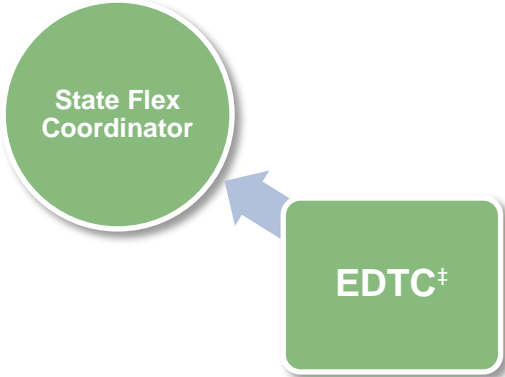
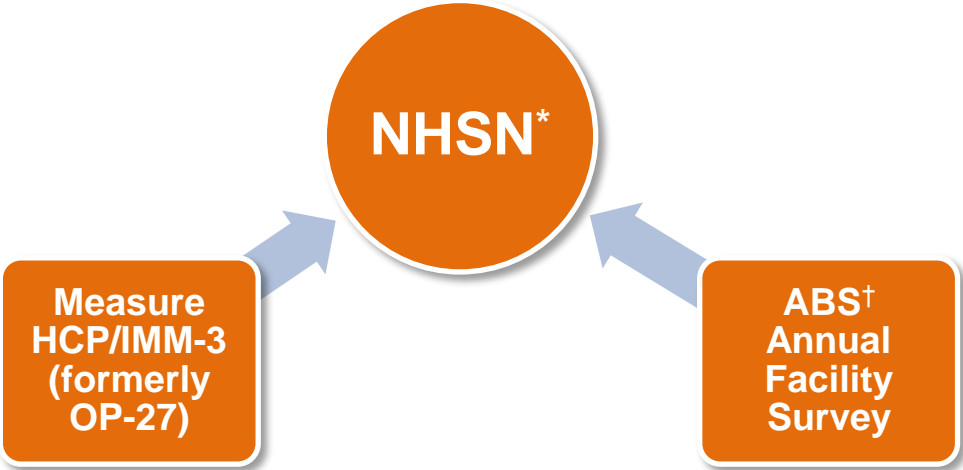
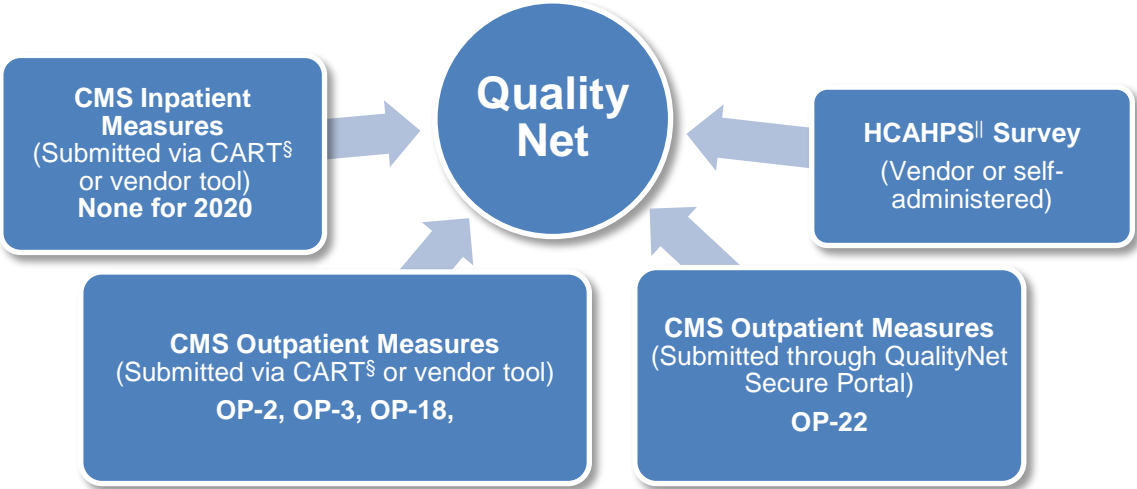
# QUALITY REPORTING PROGRAMS

CART/QualityNet

NHSN

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# Quality Data Reporting Channels for MBQIP Required Measures



§CMS Abstraction and Reporting Tool ||Hospital Consumer Assessment of Healthcare Providers and Systems  
\*National Healthcare Safety Network †Antibiotic Stewardship ‡Emergency Department Transfer Communication

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## CART & QualityNet

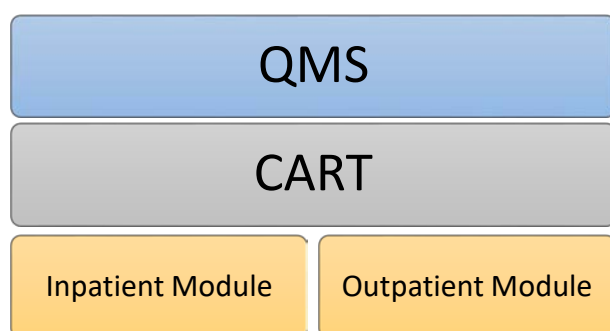
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### Overview

CART (CMS Abstraction & Reporting Tool) is a software application, installed on the user's hard drive or server, for the collection and analysis of quality improvement data. Data entered into CART is extracted and uploaded into [QualityNet](#) for Outpatient Quality Reporting (OQR) and Inpatient Quality Reporting (IQR) measures. [The Medicare Beneficiary Quality Improvement Program](#) (MBQIP) uses CART for reporting of certain OQR and IQR measures.

Initial installation of CART requires the installation and setup of Quality Management System (QMS) as the foundation for the CART software. CART has separate inpatient and outpatient modules. These are downloaded separately and will have separate updates. This guide will refer to each module as IP CART (Inpatient CART) and OP CART (Outpatient CART).

Screen shots may appear visually different due to varying computer operating systems and web browsers, but will contain the same information.



## Quality Management System (QMS) Initial Installation

### 1. Install Quality Management System (QMS) by accessing CART downloads.

**MBQIP Training Video:** Data Abstraction Video Session 2 – [Locating CART](#).

This video provides assistance on how to locate CART. (9-minute video)

**CMS Training Video:** [CART Basics](#).

This video reviews the basic steps needed to use CART, including how to download the application, log in, create a provider and user set up and navigate through the application (30-minute video).

- Go to <https://www.qualitynet.org/outpatient/data-management/cart>.
- Click on View all versions of CART.
- By clicking on the version lists on the left, choose the version for the discharge time frame you will be entering cases for.

CART Version 1.18.0

CART Version 1.17.2

**CART Version 1.18.0 for Encounters 01/01/2020 - 12/31/2020**  
Upgrading from an existing CART installation

- Scroll down to **Initial Installation of CART**. Click on the **Download** link next to the CART version listing.

**Initial Installation of CART**

On a workstation *without* a compatible version of CART Inpatient or Outpatient installed (or to install in a different directory), follow these steps:

- Read and follow the CART Installation Instructions
- Download CART-Outpatient 1.18.0

File Name	File Type	File Size	
CART Installation Instructions	PDF		<a href="#">Download</a>
CART-Outpatient 1.18.0	EXE	268 MB	<a href="#">Download</a>

- A note may appear saying that CART Outpatient will begin downloading shortly. Click **Save** to continue the installation process. If an additional security widow appears with the choice to Run or Don't Run click **Run** to continue the installation process.

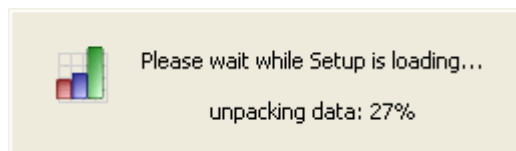


- The WinZip Self-Extractor box will appear with a **Browse** option to select the download location of your

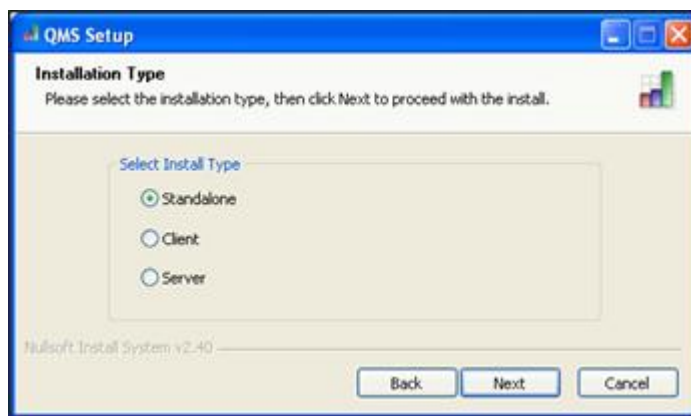
choice, then click **Unzip**. A progress bar will appear and when complete an additional window will appear advising the files were unzipped successfully. Choose **OK** and close the WinZip Self Extractor box. Write down the download location of this file to access later.



- g. Go to the computer download location of the file. Double click on **QMSInstall** file (This will be an .exe file extension). A setup loading window will appear. After the Setup is loaded, the *Welcome to QMS30 Set Up Wizard* window appears. Click **Next**.



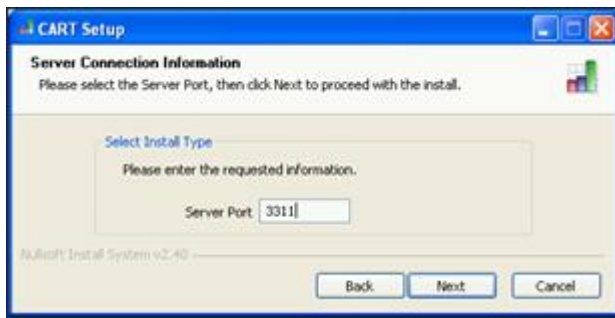
- h. Select the installation type (Standalone, Client or Server) that you will be using, then click **Next**. Standalone is the default selection and that means that it will be on your computer's hard drive and only accessed on your computer. Discuss with your IT department your individual needs and get their recommendation on what installation type to use.



**Standalone:** Select **Standalone** then click **Next**.

**Client:** Select **Client** then click **Next**. If client is chosen there are specialty instructions for the initial login to CART.

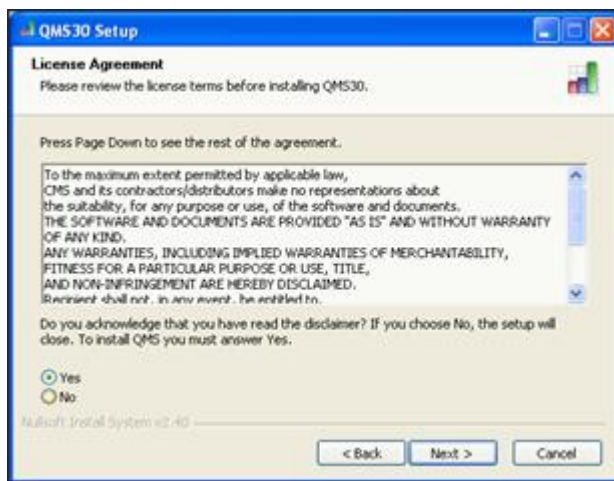
**Server:** Select **Server** and click **Next**. Enter your Server Port number. The recommended port number is **3311**. Click **Next**.



- i. The Installation Directory window will appear. By default, the destination folder contains `C:\QMS30`. You must change the destination folder from `C:\QMS30` to one of your choosing (ex: `C:\OUTPTQMS30`). If you do not have rights to install to `C:\OUTPTQMS30`, choose a different location that you have access to or contact your IT support.

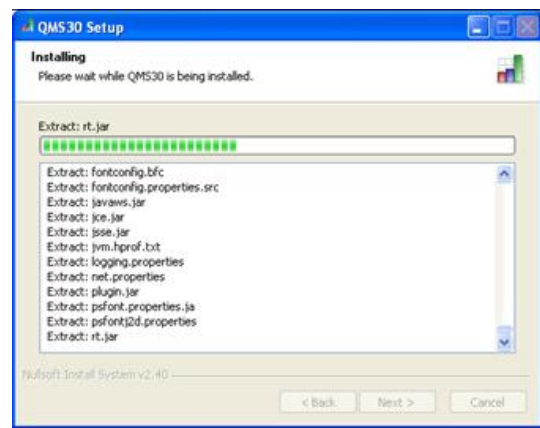
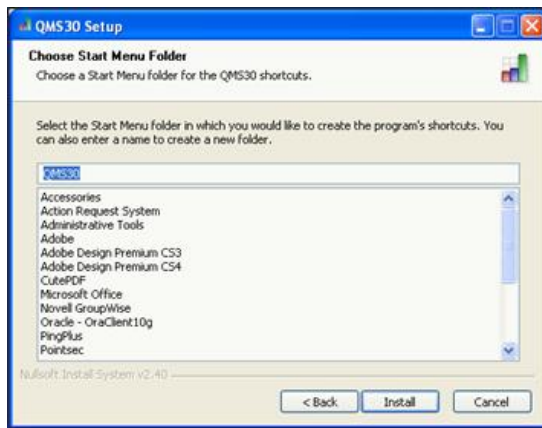


- j. Click **Next**. If you choose a directory that already has an existing QMS installation you will receive an error message. Click **OK** and choose a different directory. Once a correct directory is chosen, a License Agreement Window appears. Choose **Yes** and click **Next**.

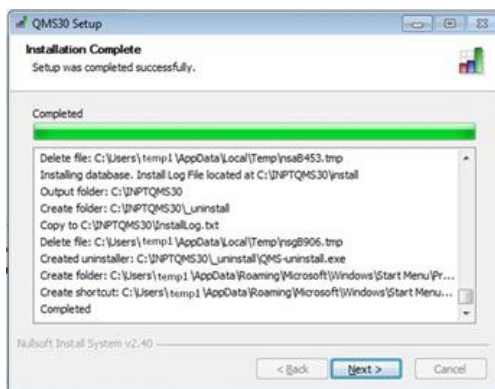


- k. Click **Install**. Leave the folder to the default QMS30. An Installation window will show the progress of the installation.





- I. When the installation is complete. Click **Next** to close the window. Click **Finish** to close the QMS30 Setup Wizard window.



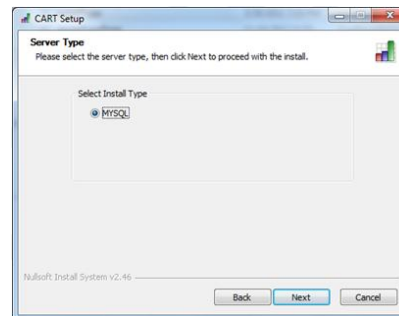
## CART Inpatient & Outpatient Modules Initial Installation

### 2. Install CART Inpatient and Outpatient Modules

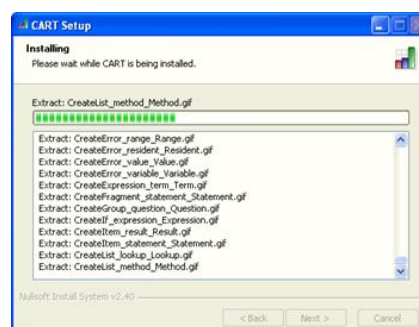
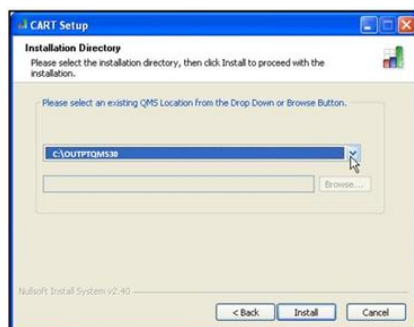
- Navigate to the drive and directory where the installation file(s) were unzipped and saved earlier (ex: C:\OUTPTQMS30).
- Double-click the CART installation filename to begin setup. It will be in one of the following formats depending on the installation type: **CART[...].exe** or **OPPS[...].exe**. A status window will appear. *Welcome to the CART Setup* window appears. Click **Next**.



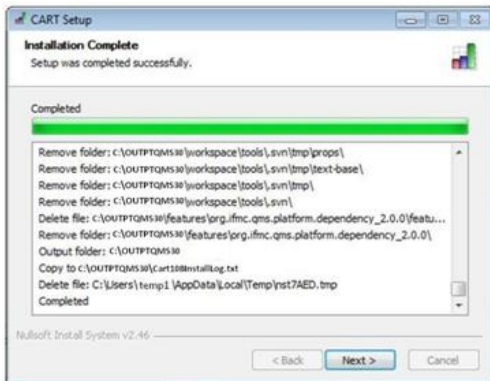
- A *License Agreement* window appears. Choose **Yes** and click **Next**. For Initial Installation and Upgrade Installations, a *Server Type* window appears. For patch installations see CART Upgrade and Patch Installations on [page X](#).



- An *Installation Directory* window appears. Existing QMS installation locations are listed. Select a QMS30 location from the list or click **Browse** to search. Click **Install** to continue. QMS must be installed prior to installing CART. For initial installation and upgrade installations, if you choose a directory that already has the current CART installation, you will receive the following message. Click **OK** and choose a different location. An installation progress window will appear. For patch installations, if you choose a directory that does not have the CART installation being patched, you will receive a warning message and the installation will end.



- e. Click **Next** to close the *Installation Complete* window. Click **Finish** to close the *CART Setup Wizard* window. Typically, a QMS30 icon is placed on the Desktop.



### 3. Verify the CART Installation Version

- Open CART using the QMS30 shortcut icon. You can log in via either module
- Click About Quality Management System, located on the CART Login screen.
- Verify that the versions you just installed are displayed.
- Exit QMS.

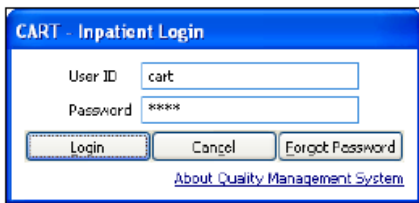
## CART Initial Log In Process – User and Provider Set Up

### FOR STAND ALONE INSTALLATIONS OF CART

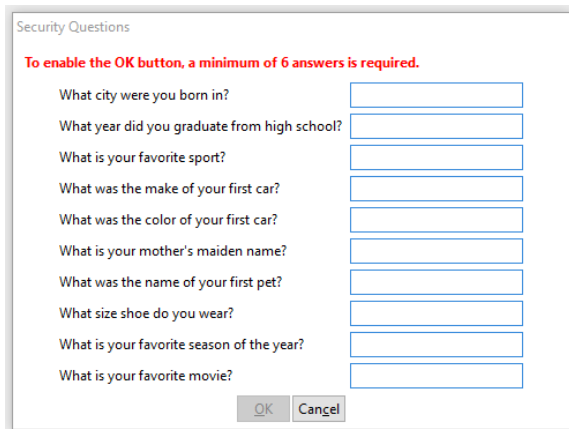
#### 1. Set up username and password to log into CART's inpatient module.

- Click on **QMS 30** on your desk top and choose the **CART- Inpatient** module.
- At the CART-Inpatient login screen, type **cart** (all lower case) for the User ID.
- In the Password field, type **p@ssw0rd** (that's a zero) and click Login. You will be prompted to change your password to one of your choice and will need to enter it twice. *Write this down! Most users will not go into CART frequently and it is easy to forget. Users will need to update their password every **three** months.*

**Password Rules:** Must be 8-19 characters, at least one upper case, one numeric, and one special character such as: % # \* + - , : = ? , . Passwords cannot contain dictionary words. Passwords are case-sensitive. Do not use User ID, first Name, last Name or more than three consecutive like characters. Wait a minimum of six password changes to reuse a password. Do not change the password more than once in a 24 hour period.



- After the password is set, you will be prompted provide answers to *Security Questions*. Answer any 6 of the 10 questions, then tab out of the last field. *Take a screen shot or record your answers and save with your password before you click OK!*



Security Questions

To enable the OK button, a minimum of 6 answers is required.

What city were you born in?

What year did you graduate from high school?

What is your favorite sport?

What was the make of your first car?

What was the color of your first car?

What is your mother's maiden name?

What was the name of your first pet?

What size shoe do you wear?

What is your favorite season of the year?

What is your favorite movie?

#### 2. Set up Provider (Hospital) information in CART's Inpatient Module.

This has to be done before completing your account.

- While logged into CART, go to the top of the page and click on **Administration > Provider**.



- A *Provider Detail* box will appear on the right. Enter all the bolded fields, the time frame, and measure

preferences. Choose other measures only if they are by your hospital or a requirement of another program.

Inpatient: ED

Outpatient: AMI, Chest Pain, Pain Management, ED Throughput

- c. If you do not know your CMS Certification number, please contact the Flex Grant and we can provide that to you. It will be a 6 digit number starting with 2713\_\_\_. Save this information by clicking on the **Save** icon in the upper left menu bar.

**Provider Detail** \* = Required Field

Name\* Montana CAH

Address 1\* 1200 Hospital Drive

Address 2

Zip\* 59888-

City\* Everywhere

State\* MT

CMS Cert No\* 271001

National Provider ID

Termination Date - -

HCOID

**Provider Preferences**

Time Period\* 01/01/2018 - 06/30/2018 (1.20)

Please select measure set and measures. Please ensure your preferences in CART match your measure designations.  
Note: Measures that are not shared between both CMS and The Joint Commission will display the measure owner at the end of the measure name.  
+Stratified measures are selected and abstracted as one measure.  
A measure outcome will be provided for each stratification.

☒ IQR-ED

- ☒ +ED-1a Median Time from ED Arrival to ED Departure for Admitted ED Patients - Overall Rate
- ☒ +ED-1b Median Time from ED Arrival to ED Departure for Admitted ED Patients - Reporting Measure
- ☒ +ED-1c Median Time from ED Arrival to ED Departure for Admitted ED Patients - Psychiatric/Mental Health
- ☒ +ED-2a Admit Decision Time to ED Departure Time for Admitted Patients - Overall Rate
- ☒ +ED-2b Admit Decision Time to ED Departure Time for Admitted Patients - Reporting Measure
- ☒ +ED-2c Admit Decision Time to ED Departure Time for Admitted Patients - Psychiatric/Mental Health

☒ IQR-IMM

- ☒ IMM-2 Influenza Immunization

☐ IQR-SEP

- ☐ SEP-1 Early Management Bundle, Severe Sepsis/Septic Shock (CMS)

☐ IQR-VTE

- ☐ VTE-6 Hospital Acquired Potentially-Preventable Venous Thromboembolism

### 3. Create the User Accounts.

- a. Choose **Administration > User** and complete the **User Detail** form on the right. Choose **"System Administrator"** as the User Type. When complete, **SAVE** and repeat the process for a backup account. (image 2). *Set up 2 user accounts so you have a backup account in case you get locked out. Naming examples are below.*

**User Detail** \* = Required Field

User ID\* FlexDemo

First Name\* Jane

Middle Name

Last Name\* Doe

User Type\* System Administrator

☒ Reset Password/Unlock The Account

**Activation Detail**

Activation Date\* 03-30-2018

Termination Date - -

**Provider Detail**

Montana CAH - 271001

**User Detail** \* = Required Field

User ID\* FlexDemoBackUp

First Name\* Jane

Middle Name

Last Name\* BackUp

User Type\* System Administrator

☒ Reset Password/Unlock The Account

**Activation Detail**

Activation Date\* 03-30-2018

Termination Date - -

**Provider Detail**

Montana CAH - 271001

- b. Exit out of CART then reopen and choose **CART-Inpatient**.

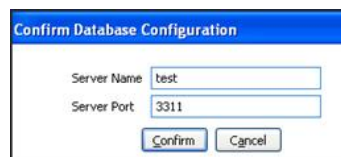
- c. Enter User ID for main account and type in the CART default password of **p@ssw0rd** (that's a zero). Click **Login**.
- d. CART will prompt to change the password. Enter the password you created and answer your security questions again. When complete it will go to a blank screen. To make sure the User ID and password work logout and log back in using the User ID and Password you created.
- e. Repeat steps 9 and 10 for the backup account. Use the backup account User ID and the same security questions as before.

#### 4. Set up CART's Outpatient Module

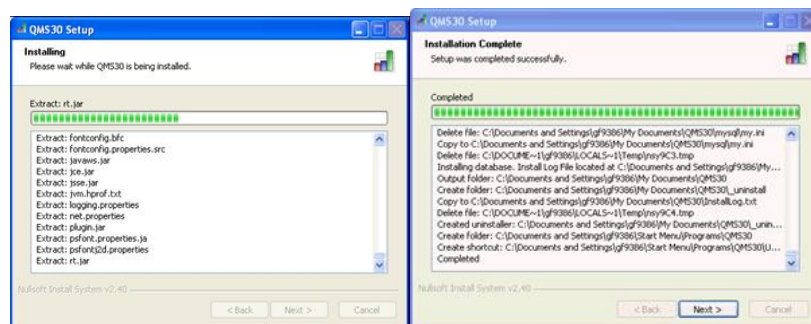
- a. Follow the steps 1-3 for Outpatient CART with the differences below.
- b. Login to CART-Outpatient Initial User ID is **opps** and password is the same - **p@ssw0rd** (that's a zero).

**CLIENT-BASED INITIAL LOG-IN INSTRUCTIONS:** Refer to QMS Installation #8 on page 3.

1. Upon initial login to CART on a Client, you will be prompted to confirm the **Database Configuration**:
  - a. Enter your **server's IP address or name**.
  - b. Enter the **port number** used with the server installation. The recommended port number is **3311**. This must only be entered once.
  - c. Click **Confirm**.



2. If the server has a QMS version prior to QMS 3.0.0 installed but does not have a QMS 3.0.0 Server Installation, an "Incompatible Database Found" message displays during the first attempt to login to the client workstation.
3. If you did not receive an error message, stop here. Otherwise, click **OK** to close the message window and continue.
4. Perform the QMS 3.0.0 Client installation and perform a compatible CART installation.
5. Enter the correct **IP Address and Port Number** and proceed to **Login**. An *Installing* window shows the progress of the installation. Click **Next** to close the *Installation Complete* window.



6. Click **Finish** to close the *QMS30 Setup Wizard* window and follow initial log in instructions above.



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## CART Modules Update & Patches Installation

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CART will have updates depending on a change in calendar year, coding, etc. MT Flex will notify when an update or patch is pending and for what period of discharges. This will need to be repeated for both Inpatient and Outpatient. See CART Initial Installation #10 on page 8 for instructions to find your current CART IP and OP versions.

*Pay attention to version numbers! This is where keeping record of what version of CART you've downloaded most recently is helpful. For example, if you have version 1.15.1, you will want the patch to get to version 1.15.2. If you have version 1.14 you will want to upgrade to 1.15. Communication from MT Flex Grant will indicate if CART is an upgrade or a patch. Most often it will be an **upgrade**.*

1. Go to <https://www.qualitynet.org/outpatient/data-management/cart>.
2. Click on View all versions of CART.
3. By clicking on the version lists on the left, choose the version for the discharge time frame you will be entering cases for.

CART Version 1.18.0	<b>CART Version 1.18.0 for Encounters 01/01/2020 - 12/31/2020</b>
CART Version 1.17.2	Upgrading from an existing CART installation

4. From the top section, titled “Upgrading from an existing CART installation”, click on **the Download link** next to the upgrade version. The program installation file will begin downloading and will take several minutes.

### Upgrading from an existing CART installation

Compatibility: CART-Outpatient 1.18.0 is compatible with CART-Outpatient 1.14 or newer versions. It is also compatible with CART-Inpatient 4.21 or newer versions and may be installed in the same directory.

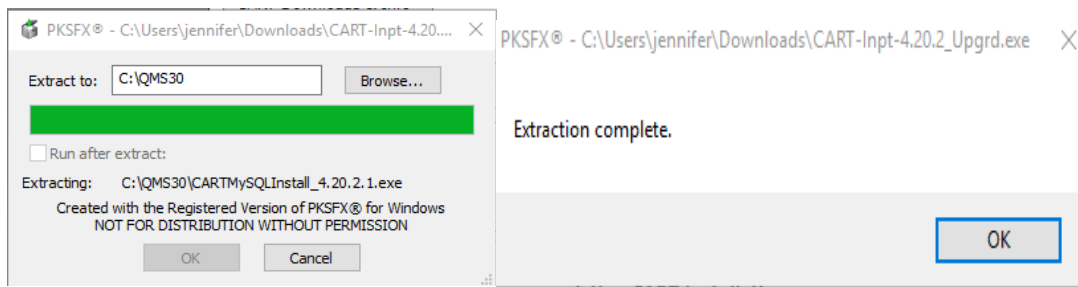
If any compatible CART version (Inpatient or Outpatient) is installed on the workstation, follow these instructions to upgrade to CART-Outpatient 1.18.0:

1. Read and follow the CART Installation Instructions
2. Download the CART-Outpatient 1.18.0 Upgrade

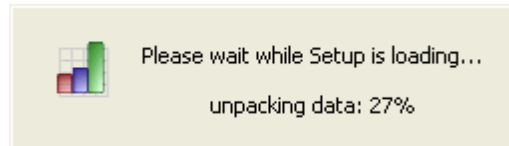
File Name	File Type	File Size	
CART Installation Instructions	PDF		<a href="#">Download</a>
CART-Outpatient 1.18.0 Upgrade	EXE	158 MB	<a href="#">Download</a>

5. A **security warning window** will appear. Click **Save** to continue the installation process. Depending on web browser settings an additional security widow may appear with the choice to **Run** or Don't Run. Click **Run** to continue the installation process.
6. A zip file extractor will appear with a **Browse** option to select the download location. Use previous QMS folders for simplicity. A progress bar will appear and when complete an additional window will appear advising the files were unzipped successfully. Choose **OK** and close the *WinZip Self Extractor* box.

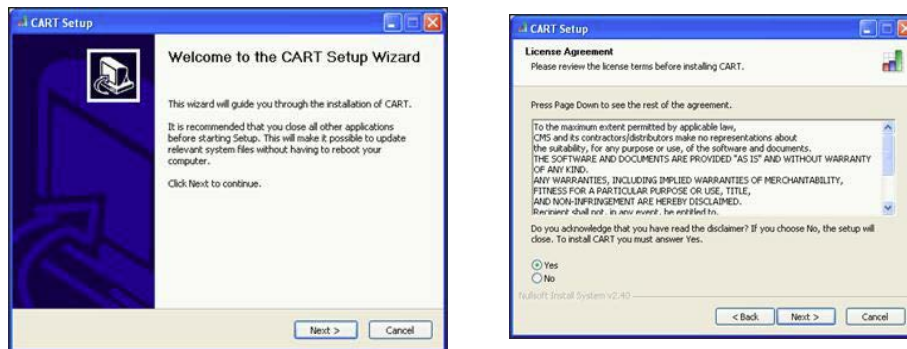




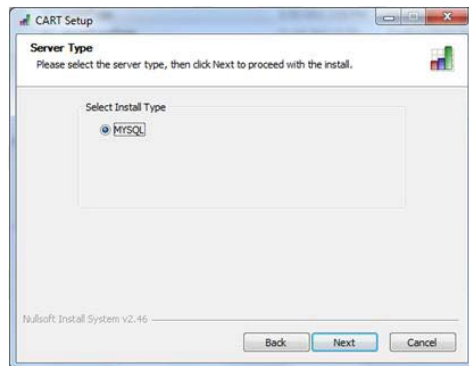
7. Go to the computer download location of the file. And click on **CARTMYSQLINSTALLversion**.



8. The *CART Setup Wizard* will open. Click **Next**. A *License Agreement* window appears. Choose **Yes** and click **Next**.



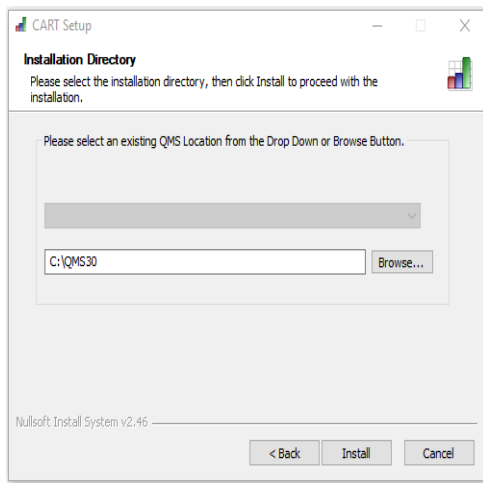
9. A *Server Type* window will open. Choose **MYSQ** and click **Next**.



10. An *Installation Directory* window appears. Existing QMS installation locations are listed. Select a QMS30 location from the list or click **Browse** to search. Click **Install** to continue.

11. A progress bar will appear with a message when the download has been completed.





Log in and set time frame measures The time period drop down is typically organized by module versions and updates. If you do an update to CART, you will need to select the new time period and choose measures for that. In the example screen shot below, if I still needed to enter 4Q 2017 cases, I would choose **Time Period 01/01/2017 – 12/31/2017 (1.19)** and check IQR-ED and IQR-IMM for that time period as. If you do not have measures selected for the time period you are entering, you will not be able to enter data.

12. Repeat for IP Cart module

## CART Access Maintenance

See the “cheat sheet” image below for an example to organize your access information. Save a document or print hard copy and put in a CART file folder. It doesn’t have to be fancy; mine is handwritten! Just remember to update when CART prompts your password to be updated (every three months).

### OUTPATIENT

User ID  
Password

Main: JDoe  
Aqwder#1

Backup: JaneBackUp  
Aqwder#1

System: opps  
p@ssw0rd

### INPATIENT

User ID  
Password

Main: JDoe  
Aqwder#1

Backup: JaneBackUp  
Aqwder#1

System: cart  
p@ssw0rd

Use same security question answers for main and backup logins:

Security Questions

To enable the OK button, a minimum of 6 answers is required.

What city were you born in?	<input type="text"/>
What year did you graduate from high school?	<input type="text"/>
What is your favorite sport?	<input type="text"/>
What was the make of your first car?	<input type="text"/>
What was the color of your first car?	<input type="text"/>
What is your mother's maiden name?	<input type="text"/>
What was the name of your first pet?	<input type="text"/>
What size shoe do you wear?	<input type="text"/>
What is your favorite season of the year?	<input type="text"/>
What is your favorite movie?	<input type="text"/>

### LOCKED OUT OF CART?

1. Select the CART login screen for the module you are locked out of (Inpatient or Outpatient)
2. Login with your back up account.
3. Go to **Administration > User** and select the User ID that is locked out. Under User Type, check the box that says **Reset Password/Unlock the Account** and **save**. Exit out of CART.

▼ User Detail \* - Required Field

User ID\*

First Name\*

Middle Name

Last Name\*

User Type\* 

System Administrator

Abstractor

☒ Reset Password/Unlock The Account

▼ Activation Detail

Activation Date\*  calendar icon

Termination Date  calendar icon

▼ Provider Detail

Montana CAH - 271001

4. Log back into CART and enter the User ID that was locked out and **p@ssw0rd** for the password. The system will prompt for a new password. When a blank screen appears it is complete.
5. Log out and back in to test new password.

## CART Entering Data & Exporting Abstractions

**Tips & Tricks** – Actual abstraction of data will differ for each hospital.

- Use two monitors and abstract directly from your EMR.
- Abstract and enter data on paper tools, then enter into CART. Paper tools can be found on the QualityNet website at the links below. Select the correct discharge period.
 

[Inpatient](#)
[Outpatient](#)
- Depending on report capabilities of each EMR, hospitals may be able to directly import and export data to CART or QualityNet. However, due to the difference in EMRs those steps are not included in this guide and MT Flex is working on education modules to support this process.

1. **Log in to the appropriate CART module.** (Example uses Inpatient ED Throughput)

2. **Enter patient details into CART.**

- Click on **Administration > Patient**
- Enter required patient data and click **Add Patient** and **Yes** on the pop up.

The screenshot shows the 'Patient Detail' form with the following fields: First Name\* (Jane), Last Name\* (Doe), Sex\* (Female), Birthdate\* (09-01-1972), Race\* (White), Hispanic Ethnicity\* (No), Patient Identifier\* (12345), and Provider\* (Montana CAH - 271001). Below the form are buttons for 'Add Abstraction', 'Add Patient', and 'Delete Patient'. A 'Save Resource' dialog box is open in the foreground, asking 'Patient has been modified. Save changes?' with 'Yes', 'No', and 'Cancel' buttons.

3. **Enter abstraction details for the encounter.**

- Double click on the Patient in the **Patient Summary** area on the left. Complete the pop up, tabbing through the fields and click **Finish**.

The screenshot shows the 'Patient Summary' table with columns: First Name, Last Name, Patient Identifier, Provider, Birthdate, and Race. The first row contains: Jane, Doe, 12345, Montana CAH, 09-01-1972, White. To the right, the 'Abstraction' form is open for 'Jane Doe'. It contains fields for Admission Date\* (01-10-2018), Discharge Date (01-10-2018), Measure Set\* (IQR-ED), Abstraction ID\* (JWagner - 271319), Abstraction Date\* (04-13-2018), Vendor Tracking Identifier, and a Comment field. At the bottom are buttons for '< Back', 'Next >', 'Finish', and 'Cancel'.

- Enter information for **bolded** questions. (Bolded questions are required)

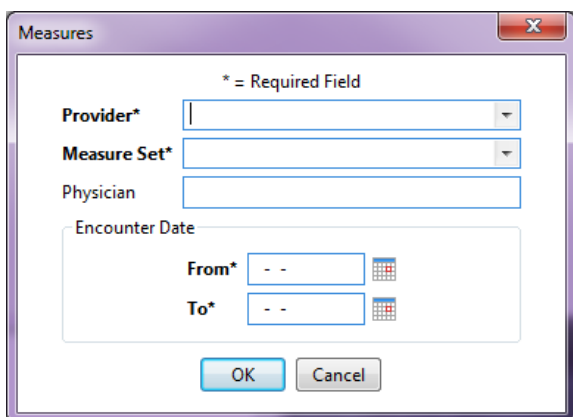
- Question 1: Always choose to “**Enable/disable questions appropriately**” so you don’t waste time entering unneeded data.
  - ICD-10 Code: Start typing in the code and the list will begin to populate.
  - Chest pain measures are the only measures that use secondary diagnosis codes. They are not required for other measures.
  - Pay close attention to dates for arrival, admit, and discharge; especially if it’s over midnight as this could result in an outlier if entered wrong.
  - Physician Identifiers are not required. Save time and effort and only enter if being used by the facility.
- c. When all required data is entered, the bolded questions on the left will disappear. Click the **Save** icon in the upper left. A pop up will appear asking if you wish to duplicate. Choose **OK** if the patient falls into another measure set. Choose **Cancel** if you are done with the patient. Close *Abstraction* window.

- d. Repeat this process for each case.

## Run Reports in CART

Run summary reports in CART before uploading into QualityNet for submission. Doing this will help you identify possible errors before submission, making it easier to fix.

1. Log into the appropriate CART Module.
2. Click on Reports and choose Measures from the drop down.
3. Complete the Measures dialogue box with the following:  
Provider: Your Hospital  
Measure Set: OQR-AMI, OQR-CP, OQR-ED  
Physician: leave blank  
Encounter Date: Date range for the month or quarter data is requested.

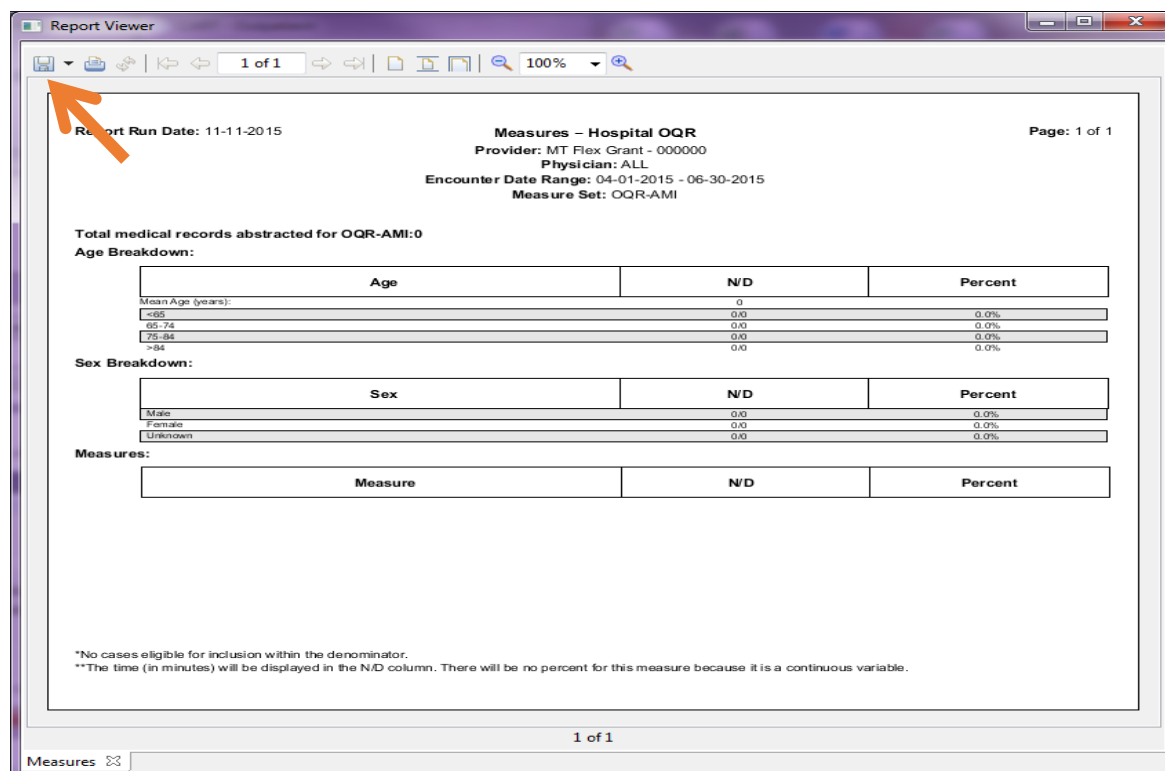


The Measures dialog box is shown with the following fields:

- Provider\***: A dropdown menu.
- Measure Set\***: A dropdown menu.
- Physician**: A text input field.
- Encounter Date**: A section containing two date pickers labeled **From\*** and **To\***.

Buttons at the bottom: **OK** and **Cancel**.

4. Click OK and the Report Viewer screen will appear with the report for the requested measure. The example screen shot is blank so to keep hospital data confidential.
5. Click on the save icon indicated by the arrow and choose Export as PDF.



The Report Viewer screen displays the following information:

**Report Run Date:** 11-11-2015

**Measures – Hospital OQR**  
**Provider:** MT Flex Grant - 000000  
**Physician:** ALL  
**Encounter Date Range:** 04-01-2015 - 06-30-2015  
**Measure Set:** OQR-AMI

**Total medical records abstracted for OQR-AMI:** 0

**Age Breakdown:**

Age	N/D	Percent
Mean Age (years):	0	
<65	0.0	0.0%
65-74	0.0	0.0%
75-84	0.0	0.0%
>84	0.0	0.0%

**Sex Breakdown:**

Sex	N/D	Percent
Male	0.0	0.0%
Female	0.0	0.0%
Unknown	0.0	0.0%

**Measures:**

Measure	N/D	Percent
---------	-----	---------

\*No cases eligible for inclusion within the denominator.  
\*\*The time (in minutes) will be displayed in the N/D column. There will be no percent for this measure because it is a continuous variable.

Page: 1 of 1

## Edit & Access Patient and Abstraction Data

### 1. Search By Abstraction

- By just clicking **Search** at the top, all current abstractions will come up.
- Click on the field heading in **Patient Summary** to sort abstractions.
- You can also enter specific data to search for.
- Double click on the patient/abstraction to edit.

**Patient Information**

**Search**

Field Name **3** Condition Field Value

**1** Search Clear

<< < (1 - 34)

**Patient Summary** **2**

First Name	Last Name	Patient Identifier	Provider	Birthdate	Race	Sex	Hispanic Ethnicity
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## Export Abstractions

### 1. Search for abstractions.

- Click on **Abstraction** drop down, then **Search**. Then click on the **Search** button. All abstractions will appear.
- Highlight abstractions to export. Click on column headers to sort if needed.

**Abstraction Search**

**Abstractions**

**Search Criteria**

Field Name Condition Field Value

Search Clear

<< < (1 - 11 of 1)

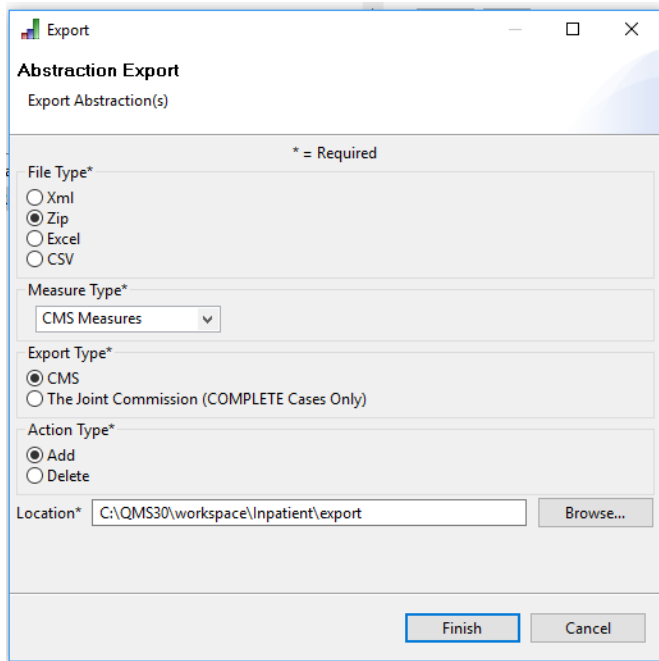
First Name	Last Name	Patient Identifier	Admission Date	Discharge Date	Measure Set	Abstraction	Provider	Abstraction ID	Abstraction Date	Export Date
John	Doe	12345	01-10-2018	01-10-2018	ICD-10	COMPLETE	Montana CCH	774999	04-13-2018	

Edit Abstraction Information Edit Abstraction Duplicate Case Export Delete Abstraction

### 2. Export Abstractions

- Click on **Export** and an Export pop up will appear.
- Choose **Zip** as file type and Browse to the appropriate location on your own computer system. Everything else will stay the same. Make note of the file path to access the export when you upload into

QualityNet.

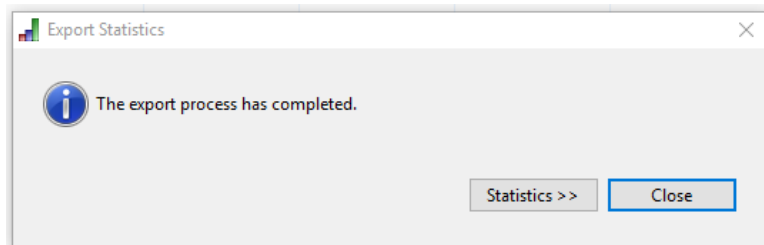


The image shows a Windows-style dialog box titled "Export" with a subtitle "Abstraction Export". Below the subtitle is the text "Export Abstraction(s)". A note at the top right of the main area says "\* = Required". The dialog contains several sections with radio buttons and a dropdown menu:

- File Type\***: Radio buttons for Xml, Zip (selected), Excel, and CSV.
- Measure Type\***: A dropdown menu currently showing "CMS Measures".
- Export Type\***: Radio buttons for CMS (selected) and "The Joint Commission (COMPLETE Cases Only)".
- Action Type\***: Radio buttons for Add (selected) and Delete.
- Location\***: A text field containing "C:\QMS30\workspace\Inpatient\export" and a "Browse..." button.

At the bottom right are "Finish" and "Cancel" buttons.

- c. A pop up indicating *"The export process has completed"* will appear, click **close**. Some users may get an additional pop up asking if you would like files to be uploaded to the data warehouse now. You can choose yes or no; choosing **Yes** will open the [QualityNet website](#).



The image shows a small dialog box titled "Export Statistics". It contains an information icon (a blue circle with a white 'i') followed by the text "The export process has completed." At the bottom right are two buttons: "Statistics >>" and "Close".

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## Getting Started in QualityNet

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### 1. Register with QualityNet

- a. First, a hospital must register for a QualityNet Account. That is done by going to QualityNet and setting up at least one QualityNet Security Administrator (SA). It is highly recommended that hospitals designate at least two QualityNet SAs – one to serve as the primary QualityNet SA and the other to serve as backup.
- b. Download and complete the [registration packet](#) and mail to the address indicated in the instructions. You will be notified by e-mail when registration is complete and your QualityNet account has been activated. The e-mail will also contain your User ID. A Temporary Password will be sent in a separate e-mail. You will need both to complete enrollment for access to the QualityNet Secure Portal.
- c. Download the Symantec VIP Access. <https://vip.symantec.com>. You will need both the credential ID and security code to complete registration. The security code will also be required each time you log into the QualityNet Secure Portal.

### 2. Access the QualityNet Secure Portal

For access to the QualityNet Secure Portal, complete the New User Enrollment Process. As part of the process, you'll be asked to change your password and answer a set of security questions

**CMS Training Video:** [QualityNet Secure Portal: New User Enrollment](#).

This video covers preparing for first-time login, logging in for the first time (proofing and credentialing process), logging into the QualityNet Secure Portal and logging out of the QualityNet Secure Portal. (19-minute video)

### 3. Maintain an Active QualityNet Security Administrator (SA)

Hospitals are required to maintain an active QualityNet SA. To maintain an active account it is recommended that QualityNet SAs log into their account at least once per month. If an account is not logged into for 120 days it will be disabled. Once an account is disabled, the user will need to contact the QualityNet Help Desk to have their account reset.

### 4. Complete a Notice of Participation (NoP)

In order for a hospital to have their inpatient data publicly reported, a NoP must be completed. The inpatient NoP is not required for participation in the Medicare Beneficiary Quality Improvement Project (MBQIP), but must be completed for data submitted to QualityNet to appear on Hospital Compare. To verify if your hospital has completed a NoP, or needs to complete a NoP for the first time:

- a. Log into the [QualityNet Secure Portal](#)
- b. In the "Select Your QualityNet Destination" drop down, select Hospital Quality Reporting and Let's Go. Log in with your information then this will bring up the My Tasks page.
- c. In the box titled Manage Notice of Participation click on View/Edit Notice of Participation, Contacts and Campuses.
- d. Follow the instructions to see your hospital's status. Once your hospital's NoP is accepted, it remains active unless your hospital changes its pledge status.



Note – A NoP is no longer required for outpatient data. Such data will automatically be made publicly available unless it meets data suppression requirements set forth by Hospital Compare.

**CMS Training Video:** [Hospital Quality Reporting Notice of Participation.](#)

This video provides instructions on the Hospital Quality Reporting Notice of Participation (NoP) pledge data entry application. (17-minute video)

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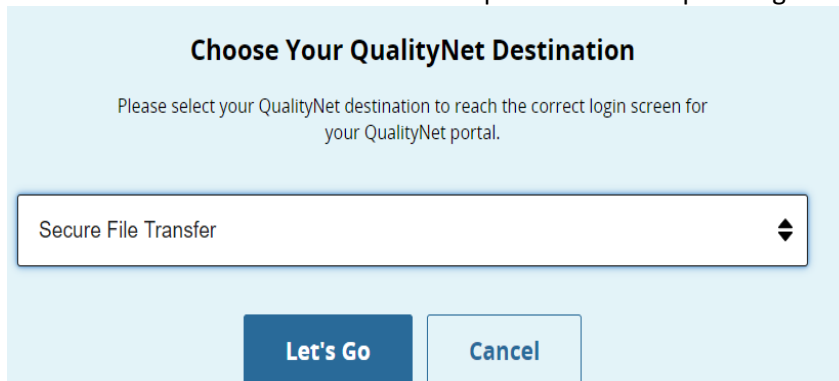
## Submitting Data to QualityNet (aka the CMS Warehouse)

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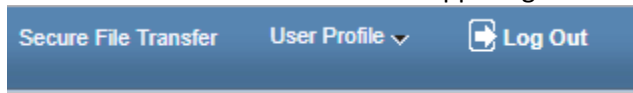
### 1. Submit Data to the CMS Warehouse (QualityNet)

Clinical data submission is accomplished in one of two ways: uploading from Outpatient CART or by a third party vendor. Third party vendors must be able to meet the Measurement Specifications for data transmission via the QualityNet Secure Portal to the CMS Clinical Warehouse. To authorize a vendor to submit data on the hospital's behalf, the online authorization process can be found through the QualityNet Secure Portal. Data Submissions must be timely. Refer to each domain/measure for timeframes.

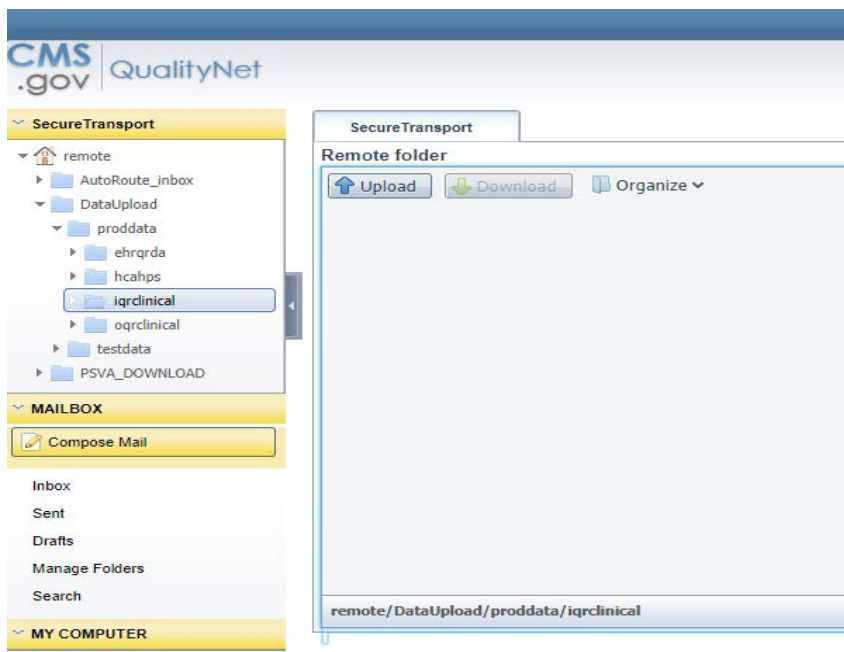
- a. Go to [QualityNet.org](https://qualitynet.org) and click on **Log into Secure Portal**.
- b. Select **Secure File Transfer** from the drop down and complete log in.



- c. Click on **Secure File Transfer** in the upper right and a new window will open.



- d. On the **SecureTransport** menu on the right, expand **DataUpload**, then **proddata**, then click on **iqrclinical** or **oqrcclinical** depending on what category of measures are being uploaded. Choose **Upload**.



- e. A window will open with a file directory. Find the exported file and choose open. An icon with a question mark will appear. This indicates the file is being scanned for viruses.

## 2. Check Submitted Cases

After your data is submitted to the QualityNet warehouse you will get confirmation that data was received. To check and make sure the data was accepted and not rejected, run the Case Status Summary Report out of QualityNet. Reports are located through the QualityNet Secure Portal. To Run the Case Status Summary Report:

- a. Log into the Hospital Quality Reporting section of the QNet Secure Portal.
- b. Click on My Reports and select Run Reports from the I'd Like To.... List
- c. Select OQR from the Report Program drop-down menu
- d. Select Hospital Reporting – Feedback Reports from the list in the Report Category drop-down menu
- e. Select View Reports to display a list of report names
- f. Select Hospital Reporting – Case Status Summary Report under Report Name
- g. Select the quarter and measure sets for the data you have just submitted
- h. Select Run Reports at the bottom of the screen
- i. If the report shows cases have been rejected, run the Submission Detail Report. This report will show you why the case is being rejected. Correct and submit any applicable cases.
- j. Do not wait until right before the due date to submit and check on data. Once the due date has passed, no further data will be accepted for the quarter.

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## National Health Safety Network (NHSN)

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### 1. Enroll in NHSN

### 2. Follow NHSN Components

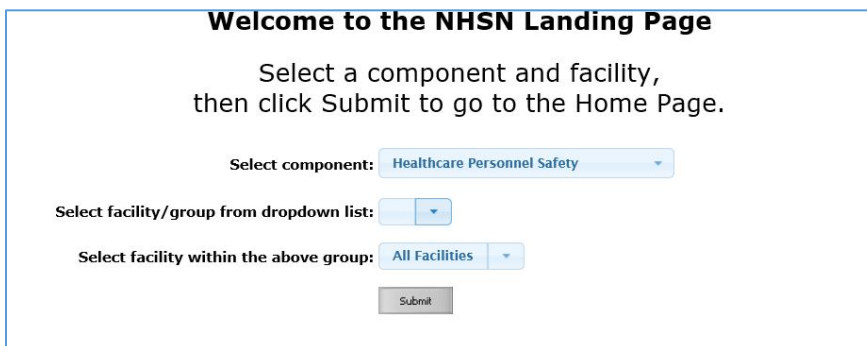
- Log into: <https://nhsn2.cdc.gov/nhsn>. This will take you to the NHSN Landing Page
- Select any Component.
- On the left blue side bar choose Facility, then Add/Edit Component.
- Check Patient Safety and Healthcare Personnel Safety. You may be prompted to enter a contact for each component. You can enter an existing user or add a user by:
  - Click on Users on left blue side bar and then “Add”.
  - Complete User ID (created by the facility), First Name, Last Name, Email.
  - Save user and “Edit User Rights” screen will appear. Confer appropriate rights.

### 3. Join MHA User Groups (Flex and HIIN Data)

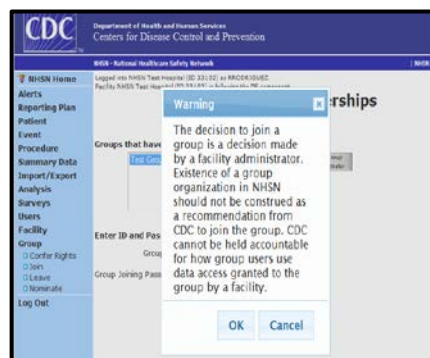
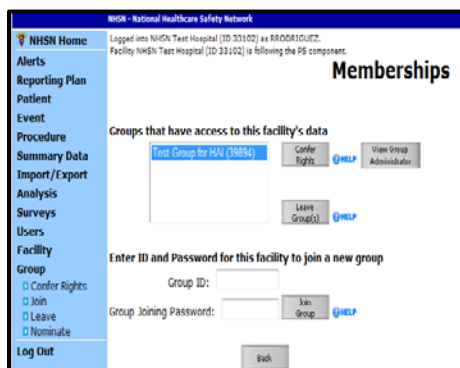
These steps must be performed by a facility’s NHSN administrator. Contact [nhsn@cdc.gov](mailto:nhsn@cdc.gov) if you do not know your facility’s NHSN administrator or if you have technical issues with NHSN. You will need to complete the process for each the Healthcare Worker Immunization Component and Patient Safety Component

### 4. Joining the MT Flex/HIIN Group in NHSN – Healthcare Personnel Safety Component

- Log into NHSN and select the Healthcare Personnel Safety (MT Flex/MBQIP)



- In the left column, click on Group, then Join. This will take you to the Memberships screen. Enter the **Group ID 44933** and Group Joining **Password flexhen**. Click Join Group. A pop-up warning message will appear. Click ok. You have now joined the group.



- c. MT Flex Group Data Template: On the next screen, (Confer Rights-Patient Safety), you will be able to review the data to which the MT Flex group will have access. Scroll down the screen to review the confer rights template.
- d. Under the section titled “General,” the template shows the MT Flex group will have access to: Patient data with NO identifiers, Healthcare Safety Monthly Surveillance Plan, Annual (HPSFACSURVEY), Seasonal Flu Survey, HPS Data Analysis, Facility Information

Healthcare Personnel Safety	
General	
HCW	<input type="radio"/> With All Identifiers <input checked="" type="radio"/> Without Any Identifiers
Healthcare Safety Monthly Surveillance Plan	<input checked="" type="checkbox"/>
Annual ( HPSFACSURVEY)	<input checked="" type="checkbox"/>
Seasonal Flu Survey	<input checked="" type="checkbox"/>
HPS Data Analysis	<input checked="" type="checkbox"/>
Facility Information	<input checked="" type="checkbox"/>

- e. To accept the reporting template and confer rights to your data to the MT HEN 2.0 group, please press “Accept” at the bottom of the page. You will receive a message saying your rights have successfully been conferred – the group name in your message with be “MHA\_FLEX\_H (44933)”

**Conferred Rights saved successfully for group Test Group\_RR (43523).**

## 5. Joining the MT Flex/HIIN Group in NHSN – Patient Safety Component

- a. Log into NHSN and select the Patient Safety Component (HIIN)

**Welcome to the NHSN Landing Page**

Select a component and facility,  
then click Submit to go to the Home Page.

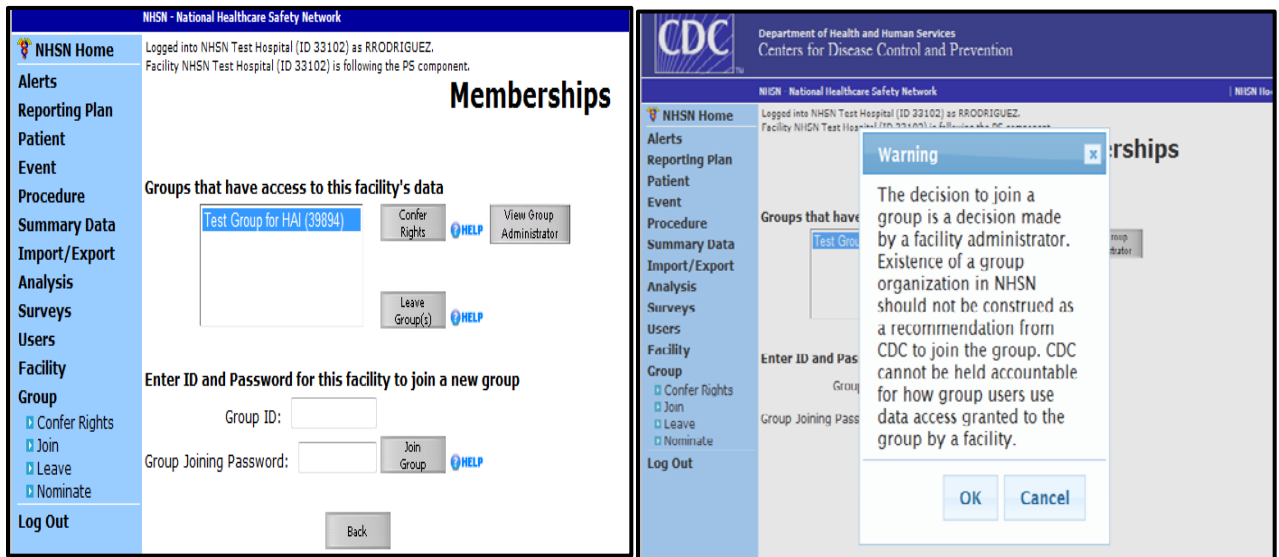
User: **RRODRIGUEZ (ID 147981)**

Select component: Patient Safety

Select facility/group from dropdown list: Fac: NHSN Test Hospital (ID 33102)

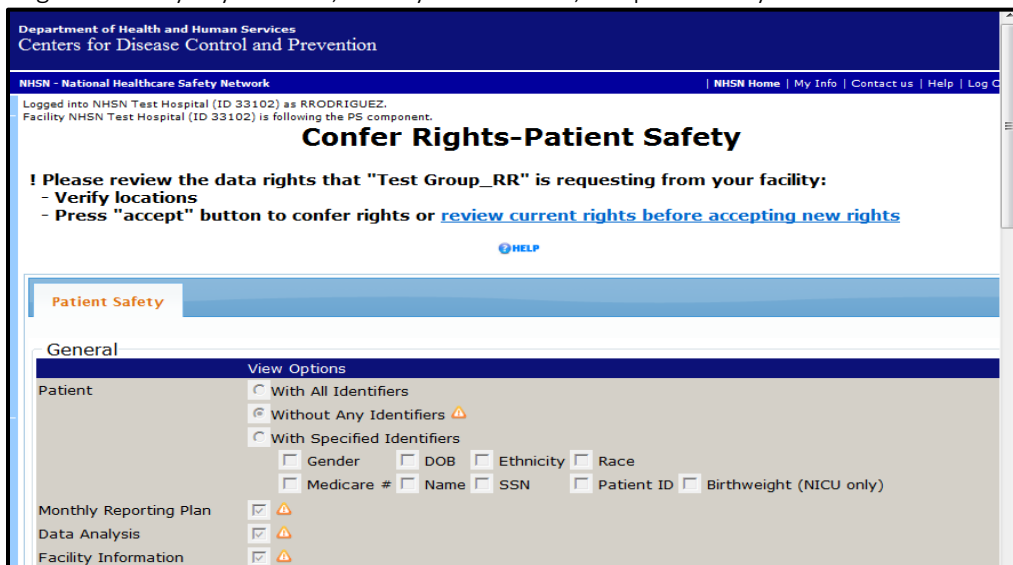
[Get Adobe Acrobat Reader for PDF files](#)

- b. In the left column, click on Group, then Join. This will take you to the Memberships screen. Enter the **Group ID 44933** and Group Joining Password **flexhen**. Click Join Group. A pop-up warning message will appear. Click ok. You have now joined the group.



c. Patient Safety Group Data Template

- d. On the next screen, (Confer Rights-Patient Safety), you will be able to review the data to which the MHA will have access. Scroll down the screen to review the confer rights template. Under the section titled “General,” the template shows the MHA will have access to: Patient data with NO identifiers, Monthly Reporting Plans, Rights to analyze your data, Facility Information, Hospital survey data



- e. 3) For “Infections and Other Events” the MHA will have access to:

Infection / Event	From where?	Time frame	Note
A. Central-line associated bloodstream infection (CLABSI)	All inpatient locations	2010 through the end of HIIN	
B. Surgical Site Infection (SSI)	All inpatient locations	2010 through the end of HIIN	The MT HIIN will have access to data on all inpatient procedures that you have entered into NHSN. At a <b>minimum</b> you must report data on colon surgeries (COLO), abdominal hysterectomies (HYST), total hip replacements (HPRO) and total knee replacements (KPRO).
C. Catheter-associated urinary tract infection (CAUTI)	All inpatient locations except NICUs	2010 through the end of HIIN	
D. Ventilator-associated event (VAE)	All inpatient locations	2013 through the end of HIIN	

- MT HIIN expects data from all inpatient locations. For CAUTI, **if you are a facility with NICUs**, please exclude these locations from the CAUTI section (section c above).
- To exclude locations, click the arrow in the “Your locations” box and de-select that location. In the example below, location NQIWJK3 – WJK NICU has been de-selected for CAUTI and the MT HIIN will not have access to CAUTI data from that location.

The screenshot shows the NHSN data entry interface for the CAUTI section. The 'Your Locations' dropdown menu is open, displaying a list of locations with checkboxes. The location 'NQIWJK3 - WJK NICU' is currently unchecked, indicating it has been de-selected. Other locations like 'NQIWJK1 - WJK MEDICAL STEPDOWN' and 'NQIWJK2 - WJK MEDICAL CRITICAL CARE' are checked. The interface also shows the date range (January 2010 to January 2013) and the event type (UTI - Urinary Tract Infection (Cath)).

- Under MDRO/CDI events MT HIIN is asking for C. difficile laboratory ID events for the FACWIDEIN location from 2013 until the end of the project. FACWIDEIN refers to all of the facility’s inpatient units. Note: if you get an error message under “Your Locations” that says “No locations meet criteria,” please ignore it.

MDRO/CDI Events

Includes Applicable Denominators and "No Events" Indicators

Plan	Month	Year	Month	Year	Location Type	Location	Other Location Requirements	Your Locations	N/A
In	January	2013	To		FACWIDE	FACWIDE		No locations meet criteria	
<p>Specific Organism Type:</p> <p><input type="checkbox"/> ACNE - MRSA-Acneobacter</p> <p><input type="checkbox"/> CDIF - C. difficile</p> <p><input type="checkbox"/> CEPKLEB - CepH-Klebsiella</p> <p><input type="checkbox"/> CRE - CRE (CRE-EcoI, CRE-Enterobacter, CRE-Klebsiella)</p> <p><input type="checkbox"/> MRSA - MRSA</p> <p><input type="checkbox"/> MSSA - MSSA</p> <p><input type="checkbox"/> VRE - VRE</p>									
<p>Event Type:</p> <p>LABID - Laboratory Identified MDRO or CDI Event</p>									
In	January	2015	To		ALL	Emergency Departm		No locations meet criteria	
<p>Specific Organism Type:</p> <p><input type="checkbox"/> ACNE - MRSA-Acneobacter</p> <p><input type="checkbox"/> CDIF - C. difficile</p> <p><input type="checkbox"/> CEPKLEB - CepH-Klebsiella</p> <p><input type="checkbox"/> CRE - CRE (CRE-EcoI, CRE-Enterobacter, CRE-Klebsiella)</p> <p><input type="checkbox"/> MRSA - MRSA</p> <p><input type="checkbox"/> MSSA - MSSA</p> <p><input type="checkbox"/> VRE - VRE</p>									
<p>Event Type:</p> <p>LABID - Laboratory Identified MDRO or CDI Event</p>									
In	January	2015	To		ALL	Pediatric Emergency Departm		No locations meet criteria	
<p>Specific Organism Type:</p> <p><input type="checkbox"/> ACNE - MRSA-Acneobacter</p> <p><input type="checkbox"/> CDIF - C. difficile</p> <p><input type="checkbox"/> CEPKLEB - CepH-Klebsiella</p> <p><input type="checkbox"/> CRE - CRE (CRE-EcoI, CRE-Enterobacter, CRE-Klebsiella)</p> <p><input type="checkbox"/> MRSA - MRSA</p> <p><input type="checkbox"/> MSSA - MSSA</p> <p><input type="checkbox"/> VRE - VRE</p>									
<p>Event Type:</p> <p>LABID - Laboratory Identified MDRO or CDI Event</p>									
In	January	2015	To		ALL	24-Hour Observation Area		No locations meet criteria	
<p>Specific Organism Type:</p> <p><input type="checkbox"/> ACNE - MRSA-Acneobacter</p> <p><input type="checkbox"/> CDIF - C. difficile</p> <p><input type="checkbox"/> CEPKLEB - CepH-Klebsiella</p> <p><input type="checkbox"/> CRE - CRE (CRE-EcoI, CRE-Enterobacter, CRE-Klebsiella)</p> <p><input type="checkbox"/> MRSA - MRSA</p> <p><input type="checkbox"/> MSSA - MSSA</p> <p><input type="checkbox"/> VRE - VRE</p>									
<p>Event Type:</p> <p>LABID - Laboratory Identified MDRO or CDI Event</p>									

- Under MDRO/CDI Process & Outcome Measures, MT HIIN is asking for the Hand Hygiene process measure from all locations from 2010 until the end of the project.

MDRO/CDI Process & Outcome Measures

Plan	Month	Year	Month	Year	Location Type	Location	Other Location Requirements	Your Locations	N/A															
In	January	2010	To		(ALL)	(ALL)		All selected																
<p>Process Measures:</p> <p><input checked="" type="checkbox"/> Hand Hygiene</p> <p><input type="checkbox"/> Gown and Gloves</p>																								
<p>AST Process &amp; Outcome Measures:</p> <table border="1"> <thead> <tr> <th>Organism</th> <th>ASTAdm</th> <th>AST D/T</th> <th>AST Incidence</th> <th>AST Prevalence</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> MRSA</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> VRE</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>										Organism	ASTAdm	AST D/T	AST Incidence	AST Prevalence	<input type="checkbox"/> MRSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> VRE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organism	ASTAdm	AST D/T	AST Incidence	AST Prevalence																				
<input type="checkbox"/> MRSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																				
<input type="checkbox"/> VRE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																				
<p>Accept Back</p>																								

- f. To accept the reporting template and confer rights to your data to the MHA, please press "Accept" at the bottom of the page. You will receive a message saying your rights have successfully been conferred – the group name in your message will be "MHA\_FLEX\_HEN (44933)"

✓ Confirmed Rights saved successfully for group Test Group\_RR (43523).

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