

Submitting Supplemental Data Files

PURPOSE

In support of the Johns Hopkins HealthCare's (JHHC) annual Value Based Purchasing, HEDIS®, and Stars initiatives, we ask that providers submit supplemental data files.

Requirements

Each supplemental data file requires *25 or more unique members per measure*. If a given measure has fewer than 25 members, please use the 2018 supplemental fax cover sheet for any completed service that will make the member compliant for that measure.

INSTRUCTIONS

You will be submitting these files through a Secured File Transfer Protocol (SFTP) site. If you do not have an SFTP site, we will create one for your practice.

Supplemental data files will undergo three levels of audit:

1. **Provider Relations** will audit the initial file format.
2. **JHHC IT** will audit the file for data element verification.
3. The file will then be sent to the **Quality Improvement** department for validation against the medical record.

Once the file passes all three levels of auditing, it will be sent back to IT for loading.

Please adhere to the following:

- You may begin sending initial supplemental data files by measure on May 1, 2018.
- Please **do not** send any subsequent files until after the initial file has completed the entire audit process. Notification of the initial file's status (Pass/Fail) will be sent via email once the audit is completed.
- Once the supplemental data file has passed the entire audit process, files **received by the 5th of the month** will be loaded and effective for that month. If the file was received after the 5th, the file's data would apply to the next month's rates.
- We encourage you to submit supplemental data files that have passed audit each month in order to improve the accuracy of the monthly gaps in care reports.
- Files that pass audit will be valid and can be submitted to load **through March 5 of the following year**, and will be used toward HEDIS 2019 (CY 2018) scores through March 5, 2019.
- No new initial files can be audited if received after **Dec. 31, 2018**, due to NCQA timeline constraints.

To ensure successful submission of the supplemental data files, please follow these instructions:

- To access file format go to www.jhhc.com>ForProviders>Healthlink@Hopkins
 - Log in to Healthlink (First time users must register with an account. If at any time you need assistance with registration, contact your Network Manager directly or Provider Relations at 1-888-895-4998.)
 - To locate EMR file format go to: My References>Healthcare Performances Measures

Submitting Supplemental Data Files

Please include the file name following the file layout instructions with the date representing the day the data was pulled.

- <ProviderName>_<MeasureName>_YYYYMMDD.txt
- Send all columns even if they contain no data.
- **DO NOT** add or delete columns from the standard layout. **If there is no data for that column, leave it blank.** DO NOT use the word “Null” or any other text.
- Refer to column G of the standard file layout for measure specific information.
 - Dates of birth ranges
 - Appropriate dates of service ranges
- Refer to Column E for valid values and field format requirements.

Questions

If you have any questions about this process, please contact Christopher Asseng at 410-762-5240.



Submitting Supplemental Data Files