Use of the Data Import Features in eHIVQUAL
Updated for Review of CY 2016 Data

Primary Changes since the Last Review:

1) All HIV+ patients seen for any service in 2016 must be included, not a sample. However, its permissible to enter STI indicator data for just a sample of patients. If you opt to do that, you should leave all STI-related fields blank in the import file. A random group of applicable patients will be selected for you within the eHIVQUAL application, and someone can then enter the STI data for these patients (who will be listed in red font).

2) In order for the import to succeed, the number of "active" (PatientEnrollment = "Yes") patients must <u>exactly</u> match the number you specified when setting up the review profile. The total number of patients, including non-active ones, must also match or exceed the number you specified on the review details page.

3) As the reviews will include all eligible patients, rather than a sample, the distinction between "core reviews" and "remaining new patient reviews" has been dropped, and only one upload per organization/site is required.

Visual Quick Start

Step 1: You log in for the first time this year, and review your program list. In this example, one program has patients entered, but you have a new clinic with no patients entered. You could use the import feature to add patients to either clinic, but we'll focus on the new one (circled in red).

Total Organizations: 2				
Organization Name	**ST**	**Setting NYS**	**Setting US**	**Active**
CGW Demo and Test - Do Not Delete	NY	NYS Community Health Center		Yes
CGW Import Test - Do Not Delete	NY	NYS Hospital (non-DAC)		Yes

Step 2: Go to your list of reviews. Here we have already conducted a review of the previously existing program, but we have not entered any reviews for the new program. Click on the "Add New Review" button.

Total Reviews: 1						Add New Review
Review Data	**ST**	**Define/Submit Reviews**	**STI**	**Submitted**	**Approved**	**Sample**
CGW Demo and Test - Do Not Delete	NY	1/1/16-12/31/16	Sample			18 patients 🗑

Step 3: Specify the name of the program, indicate whether or not you will be sampling patients for entry of STI indicator data e ("core" or "remaining new patients") and enter the caseload information for this program.

Please Note:
1) The review Start and Stop dates will default to 01/01/16 and 12/31/16, respectively, and should not be changed.
2) If you select "Submit Sample," you should not import any STI data as the patients will be randomly selected for you during the import process. Conversely, if you select "Include All Patients," you should enter STI data for all your patients, including applicable fields in both the tblMedication and tblReviewDetail components of the import file.
3) The caseload numbers entered here must correspond the number of patients included in the import file. If the number of active patients is not equal to (B) or the total number of patients is less than (A), the import will fail and need to be repeated after you've adjust this page or the import page accordingly.

Then click on the "Submit" button.

Step 4: From the Reference Materials section in eHIVQUAL (accessible from within the application or from the sign-in page), obtain the current import template. There are two formats, XML and Excel. If you want to import XML-formatted data, the templates will guide the structuring of your data, but you will probably want to generate the data in an automated fashion, rather than pasting it into the template. For Excel imports, you will also want to automate the generation of the structured data, but you can then copy and paste the resulting tables into the template file. Be careful not to alter the format! We will use the Excel-based approach throughout the rest of this example.

Here's the file before any data have been entered:

And here it is after we've entered a few test patients:

With the exception of a few optional columns, entry of data for the tblPatient tab is required. The other tabs are optional, but of course you will want to populate as many tabs as possible. As there is no merge function within the import process, all of the information that you will import for the current sample needs to be uploaded at once.

Step 5: Return to the list of reviews and click on the "Define/Submit Reviews" link for the new review (which is labeled with the dates of this review).

Step 6: You will be returned to the Review Details page. However, at the top, you will see new links to enter either XML- or Excel-formatted data. The procedure is very similar, and in this case we'll look at the Excel-based approach.

Import Data from XML File   Import Data from Excel File

| Review Dates and Indicators | Submit Review Data |

Review Detail

Review ID: 228946035

Organization Name: **CGW Import Test (NY)**

Review Start: 01/01/16   (mm/dd/yy)

Review End: 12/31/16   (mm/dd/yy)

STI Sampling: Submit Sample

Organizational Caseload Data

A. Enter the number of patients in your open caseload for this organization (includes HIV+ patients of any age seen for any service during the review period)   120

B. How many of these patients were enrolled in your HIV program as of the end of the review period?   60

Review Remark:

Required Indicators
Patient Profile
HIV Monitoring
STI Testing

Update   Sample   Cancel

Step 7: Browse to the location of the file you created and saved in Step 4 and then click on the "Import Data" button.

Import HIVQUAL Review Data

Details   Sample

Please make sure that you use the latest **Excel template** (2/16/2017) to import data

Location of Excel file to be imported:

C:\Users\cgw02.HEALTH4\Desktop\Materials for 2016 eHQ r   Browse...

Import Data

Step 8: Carefully review the feedback regarding the status of your import. If there are no problems, proceed to Step 13. In this case, although the import was mostly successful, we notice that only 100 review detail records were imported, not the anticipated 120 (one for each imported patient).

Step 9: If needed, examine the file that you uploaded and try to determine the source of any problems. In this case, comparison of the tblReviewDetail tabs reveals that the last 20 patients were inadvertently omitted from this table:

Step 10: If any problems are trivial, you may want to simply correct them from within the eHIVQUAL data screens. However, in most cases, the simplest option will be to fix the import file and repeat the upload. To prevent accumulation of multiple records for the same patient, some incomplete, it is necessary to delete the first attempt before repeating the import. Return to the Review Details page for this review and click again on the "Import Data from Excel File" link.

Review Dates and Indicators | Submit Review Data

Review Detail

Review ID: 228946035

Organization Name: **CGW Import Test (NY)**

Review Start: 01/01/16 (mm/dd/yy) 🗓

Review End: 12/31/16 (mm/dd/yy) 🗓

STI Sampling: Submit Sample ▾

Organizational Caseload Data

A. Enter the number of patients in your open caseload for this organization (includes HIV+ patients of any age seen for any service during the review period)   120

B. How many of these patients were enrolled in your HIV program as of the end of the review period?   60

Review Remark:

Required Indicators
Patient Profile
HIV Monitoring
STI Testing

[Update]   [Sample]   [Cancel]

Step 11: You will now see a brief summary of your import. To delete the problematic one, simply click on the trash can icon.

Import HIVQUAL Review Data

[Details]   [Sample]

Please make sure that you use the latest Excel template (2/16/2017) to import data

Location of Excel file to be imported:

[_____] [Browse...]

[Import Data]

Upload Date/Time	Outcome	Patients	Visits	Labs	Medications	Details	Deleted	
03/09/17 09:19 AM	Succeeded	120			0	100		🗑

Step 12: You will see a record of the deletion:

After making any necessary corrections to the import file, repeat Steps 5 through 11 as needed until you are satisfied with your import:

Step 13:

A) If you have included any indicator data (tblReviewDetail fields), these patients will automatically be entered into the sample for this review. If some of these fields still need to be entered "by hand," you can proceed to do so now. In particular, you will need to add the STI indicator data for the randomly selected patients if you did not upload STI data. See the eHIVQUAL User's Guide and Sampling Methodology for additional details.

B) If you did not include any information for this table, <u>you will first need to select the non-active patients to be reviewed. Active patients will be automatically selected for you</u>. After the

patient sample has been populated, you can proceed to enter the clinical indicator data. Again, see the eHIVQUAL User's Guide for additional details.

Step 14: If you need to conduct a review for another organization/site, repeat Steps 3 through 13 for each additional review.

Detailed Guidance

1) Overview
   a) The data import features in eHIVQUAL are designed to provide a flexible approach to populating the eHIVQUAL application with data related to patient identifiers (name, DOB, etc.) as well as any clinical indicator data that can be queried from your medical record system.
   b) As in the 2014 review cycle, we have mechanisms for importing either XML-formatted data or a populated Excel template. The same principles apply for each of these options, and the corresponding fields have the same name in each format. Both of these methods allow for complete entry of any information you are able to import, and they should not be combined.
   c) Before the data can be imported into eHIVQUAL, they must be exported from your medical record system. Given the variety and complexity of these systems, we do not have a universal mechanism to facilitate this. We are, however, working with certain prominent EMR providers to develop tools for this, and we can provide limited individual consultation for anyone developing an export strategy. We have contracted with Azara Healthcare to provide comprehensive facilitation of data importing for participating members of the Community Healthcare Association of New York State (CHCACNYS). Please contact us at qocreviews@health.ny.gov if you have any questions related to this.
   d) With the exception of required patient identifiers, all other data categories are optional when importing data.
   e) If you are able to import data sufficient to populate most of the required indicators, no additional data entry may be required. If so, sampling your patients for STI indicators may not be necessary.
   f) Please contact us at qocreviews@health.state.ny.us to discuss options before attempting to import data.
2) Procedure and Requirements
   a) Preparation of file
      i) XML Import
         (1) Before you attempt to import any data, a single xml file containing all of the data you want to import (for one site) needs to be prepared. All of the specifications for this file as well as a sample file are available on the sign-in page for eHIVQUAL, ehivqual.org; no password is required to access these documents. For your convenience, all reference materials are also available within the application (click on "Reference Materials" at top right).
         (2) When matching your xml file to the sample file, please make sure that you are including these minimum requirements:
            (a) XML document type declaration
            (b) Highest level tags bracketing the rest of the data (<EHIVQUAL> … </EHIVQUAL>)
            (c) Identifying information (<tblPatient> … </tblPatient>) for every patient
            (d) See the XML Import Definition document for additional details on which fields are required within each of the tables that you include:
                (i) <tblPatient> … </tblPatient>: required table although some fields are optional

(ii) <tblMedication> … </tblMedication>: optional table; if used, you should populate all applicable fields if possible

(iii) <tblReviewDetails … </tblReviewDetails>: optional table, and all fields besides the patient's medical record number are optional

(e) The <MRN>…</MRN> tag must be present in all tables and its value cannot be blank. eHIVQUAL uses this data element to link data from multiple tables to the same patient.

(f) Optional tables that you will not be populating should simply be omitted from the xml file. However, optional fields within tables that you do include should be denoted through an empty node (e.g., <MedSpec></MedSpec> or simply <MedSpec/>)

(3) Other requirements:

(a) The xml file must be well formatted. In particular, all opening tags must have a corresponding closing tag.

(b) No other tags (data not described in our specifications) may be included.

(c) The tables must be in the order specified, and within each table the fields must be in the order specified.

ii) Excel Import

(1) Before you attempt to import any data, a single Excel file (.xls or .xlsx) containing all of the data you want to import (for one sample) needs to be prepared. A template for your use is available on the sign-in page for eHIVQUAL, ehivqual.org; no password is required to access these documents. A complete description of the data entry fields and allowable values can be found in the data dictionary on the sign-in page. For your convenience, all reference materials are also available within the application (click on "Reference Materials" at top right).

(2) When populating the Excel template with your data, please make sure that you adhere to these minimum requirements:

(a) Delete all sample or test data from the file before adding actual clinical data.

(b) Include identifying information (the tblPatient spreadsheet) for every patient. Only the MRN field is required during the import process, but anything you skip here will need to be keyed in manually later (except for patients who were incarcerated or in care elsewhere as of the end of the review period). Please note that some questions have been added/moved to this table: PatientEnrollment (whether the patient was "active" in your HIV program as of the end of the review period) and VisitHIVDiagnosis (diagnosis during or prior to review period).

(c) The use of each of the other tables is optional. However, for each patient on each table that you do populate, the MRN field is required.

(d) Field headers with blue font on the template designate fields that accept dates.

(e) While a few fields accept any text, most of the fields are restricted to a short list of acceptable values. Do not attempt to enter something that is not on the list.

(f) Do not add or delete tables or columns. Besides the exceptions noted above, you can simply leave tables, or columns within tables, blank if you do not intend to import data for these fields. (Any missing required data will then need to be keyed in through the front-end website.)

(g) All values should correspond to items in the corresponding drop-down list for that cell.

b) Importing the file
    i) Whether working with XML or Excel data, **the import should be done after defining the review parameters but before entering any other review data**. To enter the review parameters, click on "Reviews" (top left corner of home page) and then click the "Add New Review" button.
    ii) Completing the review parameters includes specifying whether you will be sampling for STI indicators; entering the start and end date for the review (calendar year dates for submission to the AIDS Institute/HIVQUAL Program); and answering two questions related to your HIV+ patient caseload.
    iii) After the review parameters are defined and saved, you will see an "Import Data from XML Link" link at the top left and an "Import Data from Excel File" link on the top right of the page when you return to this page (Reviews –> Select Review by Date and Patient Group).
    iv) Clicking that link will provide you with an opportunity to browse to the import file on your computer. Clicking the "Import" button will then begin the import process. Status updates will be displayed on the screen, with successfully imported data described in green font and error messages displayed in red font.

3) After you have imported the patients, your next step will depend on the data you have imported. If you imported clinical indicator data (i.e., something in tblReviewDetail), you can click on "Start Review" to review the imported data and "manually" enter any indicators you could not include via XML or Excel. If you entered patient demographic but nothing else, you will first need to formally include the imported non-active patients into the sample for the review. Clicking on "Sample" brings you to a page that specifies the total number of patients associated with your program listing (newly imported as well as any previously reviewed patients).

4) If you intend to include all of these patients in the review, click on the double-headed right-pointing arrow on this page. Alternatively, if you have previously entered patients who were not sampled for this review, click the checkbox next to each patient that you do intend to review now and then click on the single-headed right-pointing arrow to include the specified patients in the sample. You can then proceed to entering clinical indicator data by clicking on "Start Review."

5) Other Guidance
    a) If you have already entered patients in eHIVQUAL during previous reviews, the import procedure will not "merge" the newly imported patients with the existing ones. To distinguish "old" patients from newly imported patients, you can hide the previously imported patients.
    b) **When working XML data, it is a good idea to review it in Notepad or another simple text editor before importing** to check for any hidden formatting tags that may not be visible in other programs such as Microsoft Word. Make sure to save the final file with an .xml extension (not as a text file, .txt).
    c) **When working with Excel, do not rearrange the column order or make other formatting changes**.
    d) See the eHIVQUAL Users' Guide (available under Instructions on eHIVQUAL.org) for an overview of the application and detailed documentation of our clinical indicators.
    e) If you encounter errors that you cannot resolve, please contact us by email, qocreviews@health.state.ny.us, with a description of the data you are trying to import and a screen shot of the error message(s).
    f) **Do not send us your xml or Excel file by email as it would jeopardize confidential data.**