



Better Health

for Northeast New York

A Partnership for Better Health

PHASE THREE PARTNER REPORTING GUIDE

Table of Contents

PURPOSE.....	3
RELATED DOCUMENTS	3
GENERAL REPORTING REQUIREMENTS	4
REPORTING SCHEDULE, REMEDIATION & PAYMENT	5
NAMING CONVENTIONS.....	5
REPORTING ATTESTATION INSTRUCTIONS	6
HOW TO COMBINE FILES INTO A PDF	6
HOW TO LOG IN AND UPLOAD DOCUMENTATION TO MOVEIT	7
BHNNY CONTACT INFORMATION	10

PURPOSE

The purpose of this document is to provide supplemental guidance related to Phase Three contracts and the submission of activities.

To understand the specific activities an organization is contractually obligated to complete, Partners should refer to the contract signed by their organization, or their Partner Activity Tracking Document, described below. A Partner is responsible for understanding which performance activities are included in their contract and are expected to report on ALL activities outlined in their executed contract.

Phase Three contains multiple Activity Periods. Specifics about the Activity Periods, reporting due dates, and payment time frames can be found in the contract itself.

Any questions concerning Phase Three contracts, activities, or reporting, can be directed to DSRIP@amc.edu.

RELATED DOCUMENTS

BHNNY will provide Partners with documents related to Phase Three contracts and activities including the following:

Project Activity Schedule

The project activity schedule is a listing of ALL Phase Three metrics, regardless of organizational or contractual assignment. The schedule contains detailed information concerning each activity, including the associated Activity Period(s), completion dates, due dates, as well as links to any related policy, template, or other document necessary for completion. The Project Activity Schedule is a living document, and will be updated frequently. The document can be found at BHNNYPPS.org/finance.cfm.

Partner Activity Tracking Document

This excel document is specific to each organization, and will be provided by BHNNY subsequent to contract execution. The document lists all activities for the Organization, according to their contract, and organizes activities according to Activity Period.

This document will be updated by **BOTH** the Partner Organization and BHNNY throughout Phase Three. Partners should submit an updated file with each reporting period, outlining the activities being submitted. At the end of each Activity Period, BHNNY will return an updated file to each Partner reflective of what the Partner has successfully completed. Partners should use only the file that is provided to them by BHNNY to ensure they are submitting the most updated version.

Additionally, this document contains the invoice template for payment to the Partner following each Activity Period.

Submission Templates

These various excel documents will be provided by BHNNY to record and report information for specific Phase Three activities. Examples of Submission Templates include those for Clinical Patient Data, Patient Engagement, Workforce Impact Analysis, and Training. Templates will be linked on the Project Activity Schedule as they are made available for use.

Instructions for each template will be included with each respective template file.

For assistance identifying or locating submission templates, please email BHNNY at DSRIP@amc.edu.

BHNNY Measure Specification & Improvement Resource Guide

This document is a resource guide for data collection and reporting of all clinical measures. Definitions of the numerator, denominator, cohort, source, as well as CPT and ICD-10 codes utilized are provided for each measure. It is recommended that this document be provided to your reporting/ analytics team. The document can be found at BHNNYPPS.org/finance.cfm

Other reference documents may be made available to Partners as appropriate.

GENERAL REPORTING REQUIREMENTS

- All Partners are expected to comply with the terms and conditions detailed in the Phase Three contracts, as well as any previously signed agreements including a Business Associate Agreement (BAA), Partner Organization Agreement (POA), and Master Project Agreement (MPA).
- All Partners submissions should be complete, accurate, and timely, and in accordance with the details outlined in the Phase Three contract and related documents.
- All submissions should be sent to BHNNY via upload to MOVEit in accordance with the naming standards outlined below. Submissions by email cannot be accepted.
 - BHNNY recommends that you take a screenshot upon submission to document successful upload into MoveIt.
- Documentation for each performance activity must be submitted as a single PDF file, with the exception of submission templates (Excel files).
- A reporting attestation coversheet should be included with each payment period.
- When applicable, highlight information within supporting documentation that specifically identifies activity completion. For example, highlight the hire date in the offer letter if a performance activity required staff hired by a specified date.
- Handwritten notes will not be accepted, other than sign-in sheets.
- PHI should only be included when relevant or prudent to the performance activity (i.e. patient engagement templates, data registry templates, etc.). All other PHI must be redacted prior to submission. If this is not done, BHNNY cannot accept the document. If you have any questions about when PHI should or should not be included in supporting documentation, please contact BHNNY at DSRIP@amc.edu.
- All meetings must be documented with an agenda, attendee list, and notes/minutes.
- Every patient interaction must be captured in the EHR or an applicable file.
- It will be at the discretion of BHNNY to determine if documentation provided supports the performance activity or not. BHNNY reserves the right to request additional documentation for contracted activities.
- Organizations should keep documentation in a secure and organized fashion, and be prepared to respond to any requests for additional documentation or audit.

REPORTING SCHEDULE, REMEDIATION & PAYMENT

Partners are expected to follow the reporting schedules outlined within the contract documents.

The contracts and related documents refer to completion date and reporting dates, which are defined as follows:

Completion Date: The date by which Partners must have completed each performance activity.

Reporting Date: The date by which Partners must submit completed reporting template and all supporting documentation.

Generally speaking, reporting dates are 10 calendar days following the close of an Activity Period. Some Phase Three performance activities have a 10 day grace period (until the 20th), during which an organization may still earn a partial payment for accurate and complete submission. Please see contracts or partner activity tracking documents for specific dates.

In the event that a Partner submission is found to be incomplete, it is at the sole discretion of BHNNY to remediate the submission. In the event of remediation, BHNNY will submit a written request to the Partner for clarification, additional documents, or resubmission. The Organization will have 5 calendar days to respond to the remediation request.

Payment to Partners will follow successful completion of activities for a given Activity Period, and the receipt of an invoice from the Partner Organization. The invoice is found with the Partner Activity Tracking Document. It will be completed when the Partner Activity Tracking Document is returned by BHNNY following each Activity Period. Upon review, the Partner Organization must complete the invoice certification, and return the invoice to BHNNY to request payment.

NAMING CONVENTIONS

As described further below, supporting documentation will be submitted via MOVEit, a secure online portal for file transfer. All Word and PowerPoint documents are to be saved and submitted as a **PDF**, and all templates are to be submitted as an Excel workbook (**do not save as PDF**). Please save supporting documentation with the naming conventions in the table below.

Supporting Documentation Type	Naming Convention	Example
Excel Templates for Clinical Measures and Patient Engagement Files	Partner Name_Template Name_Completion Date	ABC Partner_Patient Engagement Template_05112018
	PartnerName_ClinicalMeasures_ReportDate	ABC Partner_ClinicalMeasures_051118
Other	Partner Name_Activity_ID_Completion Date	ABC Partner_PxA006_05112018

DEFINITIONS

Partner Name: Please use the standardized name provided in your Master Project Agreement. If your organization name is too long and you encounter problems while saving due to length of name, please truncate appropriately and keep the naming convention consistent across all saved documents.

Performance_ID: Refer to the tables in Exhibit A, reporting template, and/or the Project Activity Schedule

Template Name: The name of the template that has been provided by BHNNY

Completion Date: The PPS defined completion date found in the reporting template and the Project Activity Schedule Date format should be as follows: mmddyyyy

REPORTING ATTESTATION INSTRUCTIONS

A Reporting Attestation should be submitted by the Partner with each submission to attest to the validity and accuracy of submitted documentation.

The Reporting Attestation is included as a tab on the Partner Activity Tracking Document. Organizations should complete all sections and have the document signed by the appropriate individuals. The signed attestation should be saved as a PDF file and submitted via MOVEit each reporting period along with other submissions.

The form requires signature by BOTH a Partner Reporting Liaison AND a Quality Assurance Officer. The Partner Reporting Liaison is the primary point of contact for reporting purposes. This individual is accountable for ensuring that all reports and supporting documentation files are complete and accurate. The Quality Assurance Officer's signature is attesting that the Partner Organization has reviewed and approves that all submitted documentation is complete and accurate, and appropriate for submission to BHNNY, as well as The New York State Department of Health. **The Quality Assurance Officer must be a different individual than the Partner Reporting Liaison.**

Clinical partners must also provide certification by a Clinical Leadership Representative. This person is certifying that the data being reported adheres to the clinical parameters outlined in the Measure Specification and Improvement Resource Guide.

HOW TO COMBINE FILES INTO A PDF

For each performance activity that requires supporting documentation that is not in the form of an excel document, Partners must combine all documents as listed in the Project Activity Schedule (Attachment A) into a single PDF file for that performance activity. Partners should have the software capabilities to convert and combine multiple files into a PDF (typically provided by Adobe Acrobat, not Adobe Reader). **Do not save the excel templates provided by BHNNY as a PDF.**

TO SAVE WORD DOCUMENTS OR POWERPOINT PRESENTATIONS AS A PDF

File, Save As, Save as Type (dropdown under File name), PDF

ADOBE HAS A COMBINE PDF OPTION WITHIN THE SOFTWARE

File, Create, Combine Files into a Single PDF

You can also combine files by selecting multiple files within a folder, right clicking, and selecting "Combine Files into a Single PDF".

IF YOU DO NOT HAVE ADOBE ACROBAT OR OTHER APPROPRIATE SOFTWARE

Print and scan the supporting documentation packet for applicable performance activities as one scanning project. This will transmit all documents as a single PDF file, which you can then name accordingly for that performance activity.

All files should follow the Naming Convention previously provided in the "Naming Conventions" section of this guideline document (page 5).

HOW TO LOG IN AND UPLOAD DOCUMENTATION TO MOVEIT

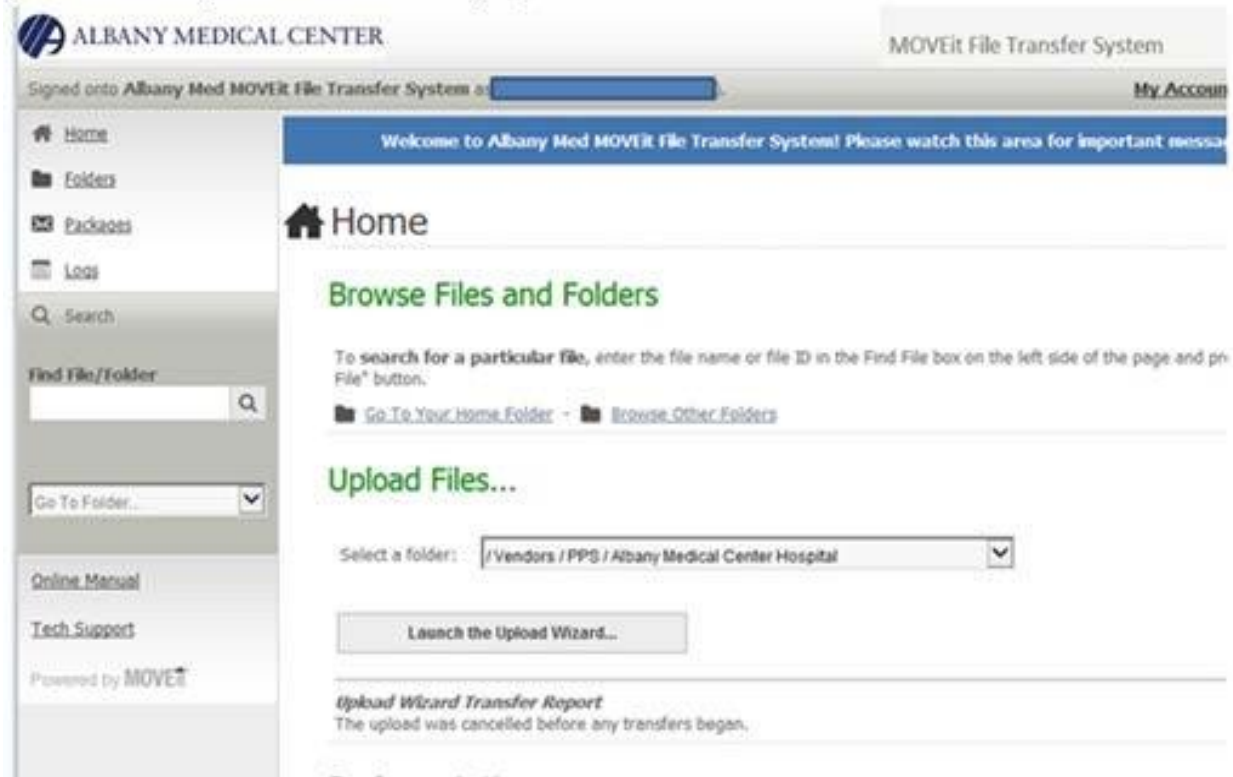
To access MOVEit, you must have a username and password, which must be requested through BHNNY. Organizations may have up to three active MOVEit users at any given time. Please email DSRIP@amc.edu to request an account. Passwords expire every 90 days. Failure to reset your password within 90 days will result in your account being locked. To unlock your account and reset your password, contact the Help Desk at 518-262-5000. To unlock the password, you will need the PIN number assigned to you when your account was established (the Help Desk may ask for the last 4 digits of your SSN, but you should use this PIN in its place) and the birthdate 01/01/1990 (all users will use this birthdate). Keep your PIN number in a secure location.

1. Log in, using your BHNNY credentials, at <https://sft.amc.edu/>.
 - 1.1 On the left of the page there is a navigation menu where you can go to your 'Folders', 'Packages', home page or 'Logs'.

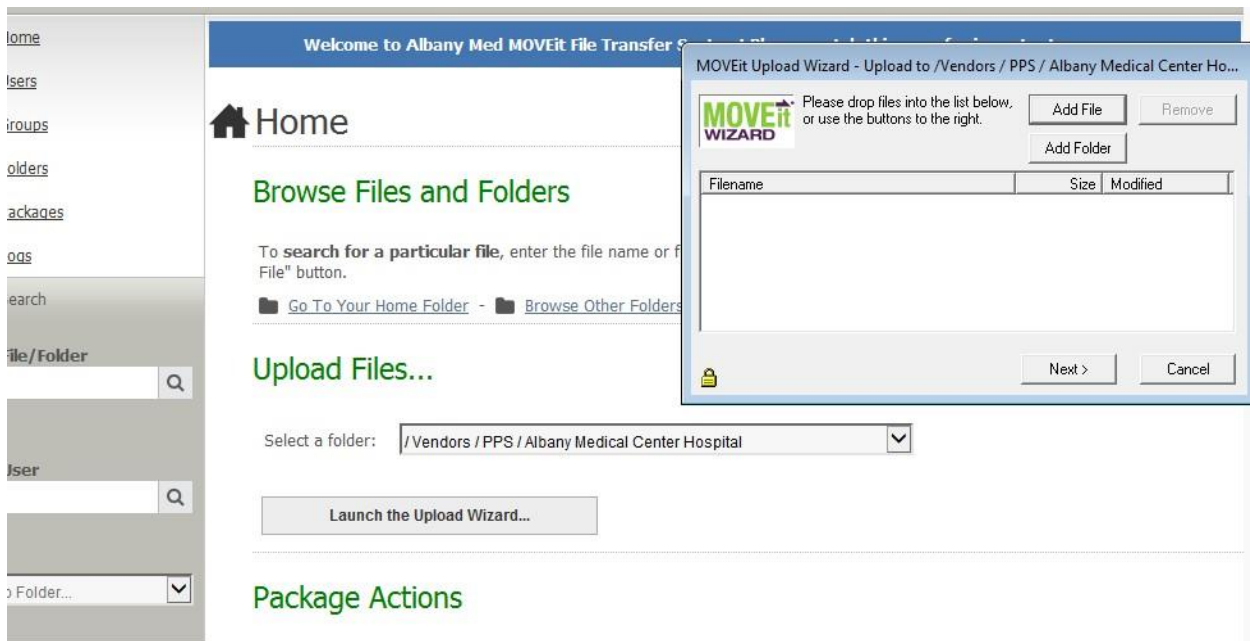
The screenshot shows the MOVEit File Transfer System interface. At the top, it says "ALBANY MEDICAL CENTER" and "MOVEit File Transfer System". Below that, it indicates the user is signed on as "Albany Med MOVEit File Transfer System as Eleton test, Jake (eletonj1)". There are links for "My Account" and "Sign Out". The left sidebar contains a navigation menu with "Home", "Folders", "Packages", "Logs", a search bar, and "Go To Folder...". The main content area has a blue banner that says "Welcome to Albany Med MOVEit File Transfer System! Please watch this area for important messages." Below this is a green heading "Install the Upload/Download Wizard". The text below the heading states: "It is recommended that you install the Upload/Download Wizard, a browser add-on that allows you to:" followed by a bulleted list of features: "Transfer files faster", "Transfer files greater than 2GB", "Transfer multiple files at once", "Perform automatic integrity checking to ensure file non-repudiation", "Compress/Uncompress data on the fly", and "Add files via drag-and-drop". Below the list, it says "The Java version of the Upload/Download Wizard requires Java 7 or later." There is a large green button with a white icon and text "Install the Upload/Download Wizard (Java)". Below this button, there are two buttons: "Disable the Wizard" and "Disable the Wizard (for this session only)".

1.2 Installing the Upload/Download Wizard may be optional depending on your environment, though the functionality remains the same regardless of the Wizard being downloaded.

1.3 If disabling the Wizard, the option to upload to the shared folder will be presented on the home page.




1.4 Alternatively, a means to upload files through the wizard will be presented after downloading/enabling and launching the wizard.



2. **Folders:** The 'Folders' area allows access to the shared location to upload/download files to/from the area designated for your PPS.
 - 2.1.1 Click 'Folders' on the left of the screen and navigate to your shared folder (Alternatively, from the home page click 'Go To Your Home Folder')
 - 2.1.2 Two subfolders will be listed under the main folder, 'ToAMC' and 'FromAMC'
 - 2.1.2.1 The ToAMC folder is to be utilized by Partners of the PPS to upload files for BHNNY to retrieve. Uploaded documents will flow here automatically. Please upload documents in one Zip File format.
 - 2.1.2.2 The FromAMC folder is for the BHNNY team to send files out to the PPS Partners who will be able to download the files. Should BHNNY send you a file through MOVEit, you will receive an email notification to the email linked to your account.



2.2 After the file is uploaded, it will appear listed in the folder.

2.3 The file can be downloaded by clicking the download icon  on the right side of the screen, or by clicking the checkbox and subsequently clicking the button that says, 'Download'.



BHNNY CONTACT INFORMATION

For additional questions or concerns contact BHNNY:

Phone: 518-264-3460

Email: DSRIP@amc.edu

Website: BHNNYPPS.org