



**PLEASE USE THE FORWARD
ARROW AND BACKWARD ARROW
KEYS ON YOUR KEYBOARD TO
NAVIGATE THROUGH THE SELF
TUTORIAL**

1



**DATA COORDINATOR
BASIC TRAINING
SELF TUTORIAL PART 4**

2

FEEDBACK REPORT LISTING

- 6 Feedback Reports Are Received After Data File Submissions Are Processed
 - ❖Recap Report
 - ❖Edit Error Report
 - ❖Duplicate Error Report
 - ❖Potential Duplicate Report
 - ❖DSVR
 - ❖DQSR
- The First 5 Are Reviewed in This Tutorial
- See Part 5 For DQSR Information

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RECAP REPORT

- Provides Recap/Summary of Individual Submission
- Gives a Quick Snapshot of What Happened With Your Data Submission
- Displays the Following:
 - ✓ Facility Information
 - ✓ General Error Category Totals
 - ✓ Total # of Records Processed
 - ✓ Total # of Records With Edit Errors
 - ✓ Total # of Records Without Edit Errors
 - ✓ Total # of Duplicate Records

ASSOCIATION MANAGEMENT RESOURCES
INPATIENT DATA COLLECTION

RUNDATE: 10/15/08
PAGE: 1

INPATIENT
SUBMISSION RECAP REPORT
Date Received: 09/29/08

FACILITY ID# 9999999999
Facility Name: ABC FACILITY
Street Address:
City, STATE ZIP: ANYTOWN
ATTN: JANE DOE
TITLE: DATA COORDINATOR
FAX: 1111111111

Facility Info is Displayed

VENDOR SUBMITTING DATA
Name of Vendor:
Street Address:
City, STATE ZIP:
ATTN:
TITLE:
FAX:

If You Use a Vendor For Submissions, the Vendor Info is Displayed

NUMBER OF ERRORS

4	NEWBORN BIRTH WEIGHT
2	REVENUE CODE CHARGE
1	REVENUE CODE UNITS
1	ZIP CODE ERRORS
1372	TOTAL RECORDS PROCESSED
6	TOTAL RECORDS WITH ERRORS
1366	TOTAL RECORDS WITHOUT EDIT ERRORS
0	DUPLICATE RECORDS

Recap Info is Displayed in the Center

ACTUAL RECORDS RECEIVED DATE
1372 06/08

Date of Data File Submission

NON-COVERED CASES (EXCLUDING CHARITY)" 2

CMS Inpatient Non-Covered Cases or Outpatient Never Event Cases Are Listed

NOTE: Records with errors and submissions with format problems should be re-submitted to COMData after the problems have been resolved.
**Non-Covered Cases may include Never Events, Hospital Acquired Conditions, or other Non-Covered Charges
This report is provided to notify you of submission acceptance by COMData.
For questions regarding this report, please call the COMData Helpline at 630.276.5889

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The Number of Errors and the Categories in Which They Fall Are Displayed

ACTUAL RECORDS RECEIVED DATE
1372 06/08

Displays the Total Number of Records Processed, Records With Errors, Records Without Errors, and Duplicates.

Data Files Can Contain Records For Multiple Months.
Displays How Many Records Were Processed For Each Month in the File.

ATTENTION!
Records Are the Individual Pages Within a Discharge Case. Any Discharge Case Can Contain Multiple Pages/Records. This Report Counts Records, Not Cases.

MAKING OTHER TYPES OF CHANGES

- To Adjust Existing Records (Not on Report) Follow These Steps:
 - ❖ Do Not Yet Make Any Adjustments to Information on the Patient Case.
 - ❖ Change Only the Bill Type on the Case Using the Formula XX8, Whereby the First Two Digits of the Bill Type Remain the Same (XX) and Only the Last Digit is Changed to 8, (e.g. 111 Becomes 118).
 - ❖ Resubmit the Case Via EFT to COMPdata.
 - ✓ The XX8 Bill Type Instructs the Compdata System to Delete the Original Case Out of the Database.
 - ✓ If Only a Deletion is Desired, No Further Steps Are Necessary.
 - ✓ If an Adjusted Replacement Case is Needed, Continue With the Following Steps.
 - ❖ Now You May Make Necessary Changes to the Patient Case, to Accommodate for Adjusted Information.
 - ❖ Put the Original Bill Type Back on the Patient Case.
 - ❖ In a Separate File from the XX8 Case, Submit This Replacement Case to COMPdata Via EFT, as Usual.

DUPLICATE ERROR REPORT

- Lists Each Record That Is Considered a Duplicate Entry
- Record Considered a Duplicate:
 - ❖ By Looking at the 7 Fields That Appear on the Report
 - ❖ If a New Record Contains the Same Exact Information in the 7 Displayed Fields As an Existing Record, the New One is a Duplicate.
- Report Displays the Following Information:
 - ❖ Facility Information
 - ❖ Data to Assist in Identifying Patients
 - ❖ Reason for Rejection

DUPLICATE ERROR REPORT

- Data Coordinator Should Confirm Whether:
 - ❖ Record Is Actually a Duplicate Submission
 - ❖ There Is an Error in Need of Correction
- If You Receive Multiple Pages of Duplicates:
 - ❖ It is Likely That You Simply Resent a File That Was Previously Submitted
 - ❖ The Original Records Are Already on File
 - ❖ No Action Needed
- If You Receive Only a Few Line Items on the Report:
 - ❖ It is Likely That You Attempted to Send an Adjustment to a Previous Case, but Did Not Use the Proper XX8 Process to Delete and Replace it
 - ❖ You Need to Investigate to Determine if Action is Needed

DATA SUBMISSION VERIFICATION REPORT (DSVR)

- Confirms the Volume of Data Submitted to COMPdata and Monthly Counts Reported
- Displays the Following Items:
 - ❖ Facility Information
 - ❖ Discharge Month and Quarter
 - ❖ Discharges
 - ✓ Discharges Received
 - ✓ Rejected Errors
 - ✓ Error Free Discharges
 - ✓ Total Reported Discharges
 - ✓ Percent Loaded
- Data Coordinator Must Enter Monthly Discharge Case Counts Online Prior to Data File Submission for Accurate Percent Loaded – Except MS.

REVIEW YOUR DSVR

- Verify That All Data and Monthly Reported Counts Are Accurate.
- Patients Can Have More Than 1 Record Per Discharge (Multiple Pages Per Case).
 - ❖ Number of Records and Number of Discharges May Not Be Equal For This Reason.
- Correct All Rejected Cases and Resubmit.
 - ❖ Errors Corrected in Database Will **Not** Adjust the Rejected Error # or the Length of Stay (LOS) Error # on This Report – Just a Running Tally.
 - ❖ Cases Accepted and % Accepted Should Increase After Corrections are Resubmitted.



ILLINOIS INPATIENT DATA COLLECTION RUNDATE: 04/20/11
PAGE: 1

INPATIENT
SUBMISSION VERIFICATION REPORT
REPORTING PERIOD: 1ST - 4TH QTR 2010
FACILITY NAME: ABC FACILITY, ANYTOWN
FACILITY ID: 0000000000

DISCHARGE MONTH	TOTALS				CALCULATIONS			
	NON-COVERED 110 BILL TYPE (EXCL. CHARITY)	MATCHED 111 CASES NOT COUNTED	REJECTED ERRORS	DUPLICATE ERRORS	COUNTED DISCHARGES RECEIVED	COUNTED DISCHARGES	REPORTED COUNTS	PERCENT LOADED
JAN. 2010	0	0	47	289	421	421	421	100%
FEB. 2010	0	0	52	2388	437	437	438	98%
MAR. 2010	0	0	70	2	107	107	107	100%
QUARTER TOTALS	0	0	169	311	965	965	965	100%
APR. 2010	0	0	4	1	1	1	1	100%
MAY. 2010	0	0	1	1	1	1	1	100%
JUN. 2010	0	0	0	0	0	0	0	0%
QUARTER TOTALS	0	0	5	2	2	2	2	100%
JUL. 2010	0	0	165	33	188	11304	469	3833 100%
AUG. 2010	0	0	65	8	77	889	278	3760 100%
SEP. 2010	0	0	70	20	90	1600	1600	100%
QUARTER TOTALS	0	0	200	61	175	13004	1687	126%
OCT. 2010	0	0	84	49	308	308	308	100%
NOV. 2010	0	0	45	41	330	330	330	100%
DEC. 2010	0	0	0	0	0	0	0	0%
QUARTER TOTALS	0	0	129	90	638	638	638	100%
PERIOD TOTALS	0	0	503	371	1673	1673	1673	100%

Non-Covered Cases (NCC) = 110 Bill Type Excl. Charity and Covered Matched Cases (CMC) = Corresponding Split-Bill 111 Bill Type – For Patient Case Info Run an AdHoc Report

Records Rejected Due to Errors

Total Discharges Received

Error Free Cases Accepted ("Counted") into System – (On report twice)

Duplicates and Cases in Which Length of Stay and Room/Board Days Don't Match

Monthly Counts Entered Online

Percentage of Error Free Data Accepted into System – Must be at or Above Your State Mandated Compliance Level for EVERY Month

Notes:
1. Matched 111 Cases
2. The number of Matched 111 cases that are not counted in the Discharges Received column because their associated Non-Covered 110 cases are already counted.
3. The Non-Covered 110 cases are not counted in the Discharges Received column.
4. The sum of the following columns should always equal the Discharges Received column: Matched 111 cases, Rejected Errors, Duplicate Errors, and Counted Discharges.
5. LOS injections are now included in the Rejected Errors column instead of the Duplicate Errors column.

ILLINOIS INPATIENT DATA COLLECTION RUNDATE: 04/31/11 PAGE: 1

ILLINOIS INPATIENT DATA SUBMISSION VERIFICATION REPORT
 REPORTING PERIOD: 1ST - 4TH QTR 2010
 FACILITY NAME: ABC FACILITY, ANYTOWN
 FACILITY ID: 9999999999

DISCHARGE MONTH	TOTALS				CALCULATIONS			
	NON-COVERED 119 BILLS TYPE (EACL CHARITY)	MATCHED 119 CASES NOT COUNTED	REJECTED ERRORS	DUPLICATE ERRORS	COUNTED DISCHARGES RECEIVED	COUNTED DISCHARGES	REPORTED COUNTS	PERCENT LOADED
JAN. 2010	0	0	47	289	3421	3517	3421	98.63%
FEB. 2010	0	0	52	2388	3437	3577	3439	98.94%
MAR. 2010	0	0	79	2	3837	3899	3837	98.62%
QUARTER TOTALS	0	0	178	2979	10695	13723	10695	99.81%
APR. 2010	0	0	63	4	3896	3965	3798	100.00%
MAY. 2010	0	0	63	1	3488	3732	3488	100.00%
JUN. 2010	0	0	52	6	3481	3727	3481	100.11%
QUARTER TOTALS	0	0	178	11	11163	11724	11169	100.20%
JUL. 2010	0	0	105	33	3880			
AUG. 2010	0	0	85	8	3727			
SEP. 2010	0	0	79	29	3650			
QUARTER TOTALS	0	0	269	61	11237			
OCT. 2010	0	0	94	49	3807			
NOV. 2010	0	0	45	41	3337			
DEC. 2010	0	0	38	514	3448			
QUARTER TOTALS	0	0	177	604	10813	10200	10814	99.29%
GRAND TOTALS	0	0	764	3355	44104	65153	44104	100.10%

1. When Error Corrections Are Resubmitted, These Two Columns Do Not Adjust – Just a Running Tally of All Errors for the Timeframe.

2. When Error Corrections Are Resubmitted the Error Free Counted Discharges and Percent Loaded Should Both Increase.

3. The number of Non-Covered 119 cases may or may not match the number of Matched 119 Cases.

4. The Non-Covered 119 cases column is a standalone column and does not get included in the figures that add to calculate the Discharges Received column.

5. The sum of the following columns should always equal the Discharges Received column: Matched 119 Cases, Rejected Errors, Duplicate Errors, and Counted Discharges.

6. LOS rejections are now included in the Rejected Errors column instead of the Duplicate Errors column.

ASSOCIATION MANAGEMENT RESOURCES RUNDATE: 01/10/11 PAGE: 1

OUTPATIENT DATA SUBMISSION VERIFICATION REPORT
 REPORTING PERIOD: 1 - 4TH QTR 08
 FACILITY NAME: ABC FACILITY, ANYTOWN
 FACILITY ID: 9999999999

DISCHARGE MONTH	Combined Totals			State Required - Outpatient Surgical			Non-Surgical - Combined ED & OC			Non-Surgical - Observation Care - Emergency Department		
	Case Accepted	Non-Error Rejected	Case Reported	ACCEPTED CASES	REJECTED CASES	% ACCEPTED	ACCEPTED CASES	REJECTED CASES	% ACCEPTED	ACCEPTED CASES	REJECTED CASES	% ACCEPTED
JAN. 2008	1000	100	1100	800	300	100.0%	1000	1000	100.0%	100	100	100.0%
FEB. 2008	1100	110	1210	900	310	99.0%	1100	1100	100.0%	110	110	100.0%
MAR. 2008	1200	120	1320	950	370	100.0%	1200	1200	100.0%	120	120	100.0%
QUARTER TOTALS	3300	330	3630	2650	980	100.0%	3300	3300	100.0%	330	330	100.0%

Combined Values Display:

- Total Error Free Cases Accepted for All Categories
- Total Cases Rejected for All Categories
- Total Cases Received Including Duplicates


Each Category Grouping Displays:

- Total Error Free Cases Accepted for That Category
- Case Counts Reported by Month
- % Data Accepted Calculated From the Above 2 Items

% Accepted Figures for Each Category Must be at or Above Your State's Mandated Compliance Level for EVERY Month.

Please Note:
 *Patient cases are only on "State required Outpatient"
 *Emergency Department is "When using the combined"
 *When using the separate "The Non-Surgical Emergency"
 For questions regarding numbers

NEXT STEPS




- Review of the First 5 Feedback Reports is Now Complete
- Must Review DQSR to Understand How to Ensure Data Quality
 - See Self Tutorial Part 5
- Ad Hoc Report Online Creation
 - Self Tutorial Part 6

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RESOURCE REMINDERS

- Technical/Functional Inquiries: ubhelp@ihastaff.org
- Training Questions: compdataedu@ihastaff.org
- General Info and Links to All Systems: www.compdatainfo.com
- Tools and Aids: <http://www.compdatainfo.com/datacollection/tools.html>
- Helpline: 800/634-4248



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UBHELP@IHASTAFF.ORG
800/634-4248

QUESTIONS ???
SUGGESTIONS ???
CONCERNS ???

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