Welcome to MIRCal video training. This video will provide the background and basics to get started with the MIRCal system.

By the end of this video you will know:

- Which training videos you should complete
- MIRCal basics and general information about MIRCal
- How to log in to MIRCal
- And how to find additional resources on line at the OSHPD website

Choosing which videos to watch will depend on what kind of user you are. All users should watch this introductory video, video 1. Videos two through eight are meant for specific MIRCal users.

Facility Users are healthcare facility staff responsible for entering and submitting data to OSHPD, retrieving submission results, reviewing error reports, and correcting data errors.

Users may perform all or some of these functions, depending on the access granted.

The Primary Contact is a facility user who works with a MIRCal analyst to make certain the data is correctly reported. The Primary Contact receives correspondence sent through MIRCal, responds to email notices, and ensures the data is approved by the due date. OSHPD will notify the Primary Contact of important announcements including program changes and reporting due date reminders. Notification is primarily by email. It is important to keep email contact information current and to ensure that the MIRCal email address is not blocked by your facility's IT department.

User account administrators or UAAs are healthcare facility staff responsible for creating and maintaining their facility's MIRCal user accounts and contact information. It is required that each facility have at least one UAA. The facility must submit a completed UAA Agreement Form before OSHPD can create this type of account.

Designated Agents are facility-contracted vendors responsible for submitting data files on behalf of a healthcare facility. They can submit data files and retrieve submission results. If the data contains errors, the Designated Agent can submit a replacement file, but the facility is responsible for data corrections. The facility must submit a completed Agent Designation Form, and the Designated Agent must submit a Designated Agent User Agreement Form, before OSHPD can create this type of account.

Once you've viewed this video, also watch the videos that match your roles at your facility.

MIRCal is a web-based application that provides a secure way for healthcare facilities and their designated agents to submit patient-level data to OSHPD. MIRCal requires a Microsoft supported version of the Internet Explorer web browser. Reports are presented as Adobe pdfs, so Adobe Reader must be installed as well.

For security purposes, MIRCal has a 15-minute timeout feature. This means that after logging in to MIRCal, users will be logged out automatically after 15 minutes of inactivity.

Any corrections or added records that were not saved will be lost.

All users—whether they are Facility Users, Designated Agents, or UAAs—can access information only for the facilities to which they are assigned.

MIRCal uses data encryption to make sure that data cannot be intercepted when it is transmitted over the internet.

MIRCal also keeps track of the users who log in to MIRCal and the tasks they perform.

The MIRCal Home Page contains many links to additional information. There are various locations that link to the MIRCal Logon page. Use these links to find out more about reporting patient data to MIRCal and to get more information about Inpatient, Emergency Department or Ambulatory Surgery data.

Upon selecting "Log in to MIRCal now," the MIRCal Logon page is displayed. You can use the Main Menu links on the right side of the page to get information about MIRCal without having to log in:

- "Facility Summary Reports" allows you to view summarized historical data from licensed California Hospitals and Ambulatory Surgery Centers
- "Contact MIRCal Team" will display our contact information
- "Manuals and Guides" allows you to access OSHPD reporting manuals, guides, and other resources
- "MIRCal training" provides links to training videos one through four
- Security Information displays MIRCal security requirements

Now let's log in to MIRCal. A user name and password is required to log in. They are case sensitive and cannot contain any special characters.

You can get a user account by contacting the facility UAA mentioned earlier in this video.

First, select the data type for the data you want to submit by using the drop-down list.

Next, select a report period. The drop-down list includes all available report periods. Make sure you select the appropriate report period for the data you want to submit.

All of the MIRCal application pages contain the same basic elements. This information is then displayed in the header. This information is used to ensure that the appropriate data type and report period are being worked on.

After logging in you will see the Submission Status page. The main part of the page shows the report period, due date, and summary information for previous submissions made.

Now let's explore the MIRCal user interface. The Main Menu lists all the MIRCal functions that a user is authorized to use. Access is restricted based on user type and roles. Different users will see different menu options.

LOGOUT is used to exit from MIRCal. It is very important to note that closing your browser window without logging out will result in a 15 minute timeout before a user can log back on.

Functions under the facility menu item are used to change the data that is being worked on.

General Status displays the Submission Status page, which shows summary information for the most recent data submission.

There are two ways to submit data through MIRCal. You can either attach a data file created outside of MIRCal, or enter and submit records online.

Online Submission functions are used to submit data files to OSHPD.

Web entry functions allow users to manually enter individual data records and submit them to MIRCal. Facilities may use web entry to add or delete records online without having to change and resubmit their data file.

The functions under Results will allow you to view reports that identify errors in your data to assist you with review.

- Use the functions under Correction to add, correct, and submit records online instead of submitting a replacement file.
- Extension functions are used to request extension days and check the status of an extension request.
- User Information functions allows UAAs to maintain user accounts and facility contact information.
- File Format Testing is a tool to assist you in verifying that your file meets MIRCal file format specifications.

The functions under General Information are used to change your user password and access MIRCal support information.

Test submissions allow users to test and correct facility data before formally submitting it to OSHPD. Test submissions go through the same validation processes and generate the same summary and detail reports as formal submissions but do not result in official approval of data.

Data may be corrected and resubmitted an unlimited number of times.

MIRCal utilizes several edit programs to help identify potential error in the data. MIRCal also provides numerous summary and detail reports to aid in the correction process. There are also various historical summary reports of MIRCal data submissions.

This concludes video one, Basics for All Users. You are now ready to view the video that corresponds to your roles at your facility.