

## MIRCal Video Training 2 – Submitting a File

Welcome to MIRCal Video Training. This video is for those who are responsible for submitting online data files to OSHPD in MIRCal.

Let's begin by logging in to MIRCal.

Once logged in, the Submission Status page is displayed. It will show the report period, the due date, submission status, and summary information for the most recent submission. Since we have not submitted data for the report period yet, most fields are blank.

Under Online Submission in the Main Menu, click Submit File.

A confirmation message will appear on your screen. You will see these messages often while you work in MIRCal. They serve as a reminder to make sure you are working with the correct data. Click OK to confirm you are entering records for the displayed data type.

The Verify Facility Information Page is displayed. Review this page and contact your User Account Administrator if the information needs to be updated. Click Continue.

The next step is to select the submission type. The bottom of the screen provides a brief description of the difference between test and formal submissions. Let's take a moment to talk about them.

A test submission is the primary tool for your data review and correction process. Your facility can make an unlimited number of test submissions. It is meant to help you identify and correct errors in your data before formal submission. Be advised that a test submission will not be considered as an official receipt of data.

Formal submission should only be selected once your facility has finished correcting the data and it is at or below MIRCal's error tolerance levels.

Both types of submissions run the data through the MIRCal edit programs in the same way. However, if data is rejected after a formal submission, rejection notices are emailed to the Primary Contact and Administrator. This does not occur with a rejected test submission.

Since this is our first submission, we will select Test.

The Transmittal for File Submission screen is now displayed. First, enter the number of records the file contains. Now browse to find the file and attach it. The file must be in text file format. If the file is larger than 3 MB, it must be compressed and "zipped."

The Confirmation for File Submission page is displayed. It provides basic information about the submission. Click Continue.

The Report Status message will vary depending on the type of submission and the submission result. After a test submission, MIRCal will display one of the following messages. [screen lists message examples]

Your results will be available within 24 hours but often are ready sooner. Check this page periodically to see if the file has been processed. You cannot submit multiple test files for the same data type at the same time. Wait until processing is completed before making another submission.

Error corrections and formal submission will be covered in another video.

This concludes the video *Submitting a File*. You are now ready to view the next video in the training series.