

## MIRCal Video Training 5 – Making Data Corrections

Welcome to MIRCal video training. In this video, we will discuss how to correct different types of errors that might cause MIRCal to reject your data.

Upon completion of this session, you should know how to identify errors in your data, correct the errors online, and submit your corrections to OSHPD. Let's begin by logging in to MIRCal and viewing a data submission similar to the one we used in videos 2 and 3.

We will start at the Main Error Summary page to determine what caused the data to be rejected. Select "Main Error Summary" under "Results."

If your data failed either the Transmittal Validation or Licensing Check, it will not be processed through the other edit programs until you correct these errors and resubmit your data. On this page can see that the data failed Trend, Comparative and Standard Edits. We reviewed all of these edit programs in Video 4. You can also find more detailed explanations of all the edit flags we are about to discuss in the Edit Flag Description Guide found on our website. It may be helpful to review it together with this video.

Now let's get more information about the errors in the data by reviewing the error reports. Click Error Reports under Results.

First, let's look at the Trend Edit Summary Report by clicking on View.

The trend edits check for significant changes in your data over several report periods.

In our example, 74% of the patient population is male. In the previous report periods, only 27% of the records were reported as male. A trend edit has been triggered because the change exceeded the allowable percentage difference for that data element. The change must be reviewed and confirmed for data accuracy.

To verify the data, your facility's IT department may be able to provide you with reports showing specific records. If not, contact your OSHPD analyst to request a custom report.

To view custom reports, go to the Error Reports page and click View in the custom reports row. The Custom Reports page lists all custom reports posted by your analyst. To open a report, click the report name.

In cases when you must review records from previous report periods, your analyst will post the reports on the Special Documents page found under Results on the Main Menu.

For our trend edit example, you might request a listing of male patients to confirm that the correct sex was reported and to help you determine why there was an increase.

Now let's look at the comparative edits. The Comparative Edit Program evaluates data for a "reasonable" distribution within each data element category for the current report period. To access the comparative edit summary report, navigate back to Error Reports on the Main Menu, then click on View in the comparative edit row.

In our example, we have a comparative edit for preferred language spoken. Flag C047 means that the percent of records with an Unknown Preferred Language is greater than 0.5%. You can see how many records were reported in this category by referring to the Data Distribution Report. This is also found on the Error Reports page.

To help you correct these records, contact your analyst and request a custom report that will show the records in question. If, after reviewing the report, it is determined that the data is accurate as reported, notify your OSHPD analyst. You must provide a detailed explanation and justification for why the data is correct as reported.

There are two approaches you may take to correcting data errors. (1) You can resubmit your data to MIRCal on a new file, or (2) you can make corrections to the data directly in MIRCal.

If you submit a large data file or if many of your records contain errors, it will typically be easier and more efficient to correct the errors in your own system and then submit a new data file. Please note – once you save any corrections directly in MIRCal, you must continue to make changes in the MIRCal system. Submitting a file will overwrite all previous changes or corrections.

Now let's review our Standard Edits and correct a record. Choose Error Reports and then click on View in the standard edit row under the summary report column.

Displayed is a summary of all the Standard Edits that apply to the data submission and the current percentage that is causing the data to fail the edit program. If we go back and choose View under the detail column, we see a listing of the records that have a standard edit flag. Let's search for a record on this report.

Under Correction click Search Records.

On this screen we see that MIRCal provides two Search options: You can either search by Sequence Number or by Abstract Record Number. We will enter the Abstract Record Number noted on our detail report to pull up the record.

The Record Correction Form is displayed. The standard edit flags we saw on the detail report are listed at the top and also next to the data elements that need to be reviewed.

We can see that the principal procedure is blank and some of the procedure dates are missing. We will correct the flagged fields and then choose Save Corrections. The changes will be saved until we are ready to submit all of our corrections.

You also have the option to *delete record*. Be careful when using this function. Once deleted, a record cannot be recovered.

*Delete* should only be used in cases of duplicate records or in the rare case the record should not have been reported to OSHPD.

Some edit programs have another way to navigate to the Record Correction Form. When on the Error Reports page, you can click Correct in the edit program row to display a list of records that need correction. Let's do that for the standard edits.

A list of records with Standard Edit Errors is displayed. To correct a record, click anywhere on the row.

The correction form is displayed just as before when we searched for an individual record.

The checkboxes are a helpful tool you can use to keep track of the types of corrections you've made. When you mark a checkbox and save the record, an "X" is displayed in the appropriate column on the records listing page. When you come back to make more corrections, you'll be able to see which corrections have already been made. Make sure you are done correcting all applicable errors before you check a box.

We are now ready to submit our corrections. In this example, we saved our corrections in MIRCal, so we must submit them using the Submit Corrections link. Under Correction in the Main Menu, click Submit Corrections.

Make sure all displayed information is correct. If it's not, contact your facility's User Account Administrator. Since the information is correct, we will click Continue.

Use the radio buttons to select test or formal submission. We will select *Test* because we are not yet below the error tolerance level for all edit programs and have more corrections to make.

A transmittal screen is displayed. To continue, read the certification, and then click Submit.

After the data is submitted, a confirmation screen is displayed. This page provides basic information about the submission, including a confirmation number. OSHPD recommends that you print or save a copy of this page after every test or formal submission. Click on continue to proceed

We are returned to the Submission Status Screen. MIRCAl processes your data and provides results within 24 hours. You can return to this page periodically to see if the data has been processed.

Once your data has been processed, you may have additional errors to correct. If this is the case, repeat the correction process until your Report Status shows the "Below ETL" status message. At this stage, your data has passed all the edit programs and can be formally submitted. Before doing so, remember to review your Data Distribution Report to ensure the data appears correct.

For a complete explanation of the Data Distribution Report, view video six.

You must formally submit your data and receive OSHPD approval by the report period due date.

To formally submit your data, repeat the same steps as we did for a test submission but select formal instead.

Be sure to check back until the Submission Status screen shows that your data was formally *Approved*. Once the Report Status shows the Data Approved message, no further action is required.

This concludes the video Making Data Corrections. You are now ready to view the next video – Reviewing the Data Distribution Report