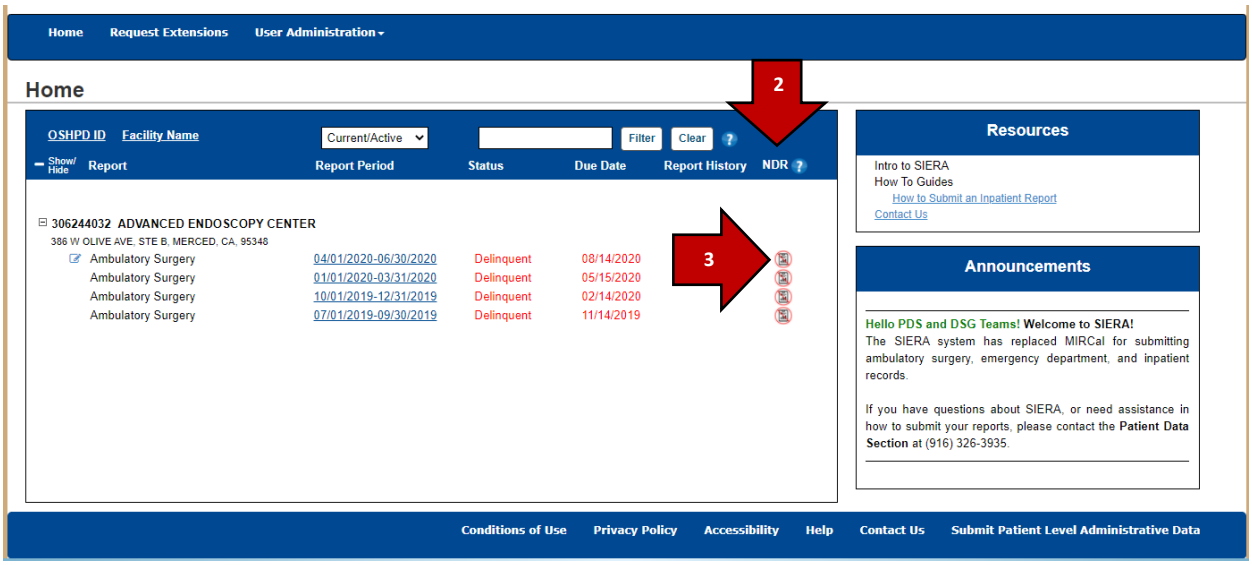
OSHPD

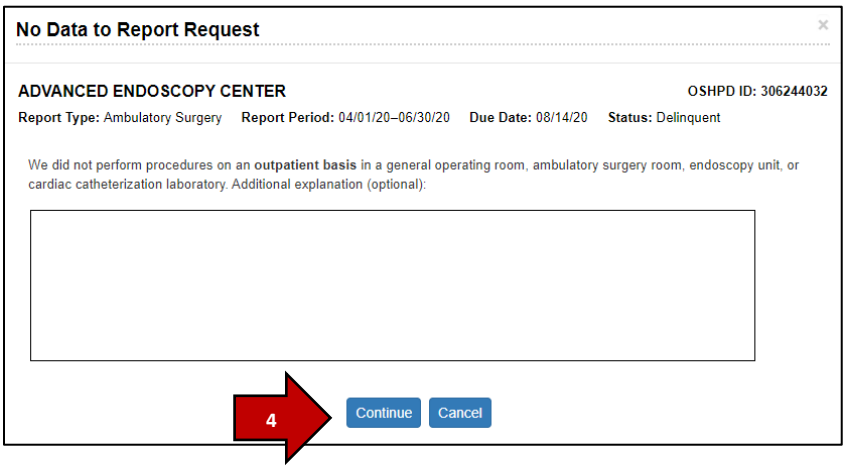
Patient Level Data Quick Guide Series

File a No Data to Report (NDR)

1. Log in to SIERA.
2. On the Home page, find the column marked “NDR.”
3. Select the icon that corresponds to the facility, report type, and report period you wish to certify has no data to report.

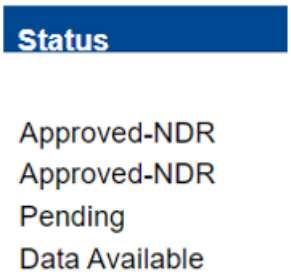


4. In the resulting pop-up, enter all applicable information. Click Continue. Continue



5. Read the certification message. Check the checkbox ☑ and then click Certify. Certify

6. The screen will display a confirmation message in green. Your NDR request has been submitted to OSHPD and is pending approval. You will receive an email when it has been approved.

7. On the Home page, the icon in the NDR column will be replaced with the word "Pending."

8. To confirm your NDR was approved, check the Home page the next business day. Once the NDR is approved, you will see "Approved-NDR" noted in the Status column.