Hospital Quality Improvement Platform

How to Upload Recent Discharge Data (MIRCal) into the Hospital Quality Improvement Platform

Background:

To explore recent (same year) quality performance for your hospital, you can upload Office of Statewide Health Planning and Development (OSHPD) Medical Information Reporting for California (MIRCal) data directly into the Hospital Quality Improvement Platform.

Per California statute, your hospital *already* submits MIRCal files to OSHPD biannually for inpatient discharges, and quarterly for emergency department and ambulatory surgery discharges. OSHPD aggregates these MIRCal files for each calendar year and makes available to all California hospitals statewide patient-level Limited Data Sets (formerly called the AB2876 data sets) containing inpatient, emergency department, and ambulatory (3 files) discharges around August of the *following* calendar year.

The instructions in this document tell you how to identify and securely upload MIRCal files into the Hospital Quality Improvement Platform data system to see your hospital's quality performance compared to peers. This allows you to see the data eight to 20 months before OSHPD releases the statewide Limited Data Sets.

Before you Start:

1. Identify the person or group who submits the MIRCal data for your hospital to OSHPD. This is typically an employee at the hospital or system level, but may be a third-party vendor acting as a designated agent. Because hospitals are required to submit many different types of data to OSHPD (e.g., facility utilization and financial data are also reported), it is important to specifically identify the person/group that submits the "Patient-Level Administrative Data (MIRCal)" to OSHPD. Frequently this group/person works in one of the following areas of the hospital: medical records, utilization review, or compliance.

2. The person or group who submits your hospital's MIRCal data generates a *minimum* of 10 MIRCal files per calendar year. The following table shows the OSHPD MIRCal reporting schedule to indicate how many files can be identified and uploaded into the HQI platform. The first time your hospital uploads data, the simplest way to communicate which MIRCal files you need uploaded is to tell this person/group:

   a. **If the current month is January-July:** "We need to upload all MIRCal inpatient, emergency department, and ambulatory surgery files created since January of *last* year now and then all new files from now on when they are submitted to OSHPD."

   b. **If the Current Month is August-December:** "We need to upload all MIRCal inpatient, emergency department, and ambulatory surgery files created since January of *this* year now and then all new files from now on when they are submitted to OSHPD."

MIRCal File Type	OSHPD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug†	Sep	Oct	Nov	Dec
Inpatient (IP)	**Report period**	Jan 1–Jun 30						Jul 1–Dec 31					
	Due date	Sep 30 of the same year						Mar 31 of the *following* year					
Emergency Department (ED)	**Report period**	Jan 1–Mar 31			Apr 1–Jun 30			Jul 1–Sep 30			Oct 1–Dec 31		
	Due date	May 15 of the same year			Aug 14 of the same year			Nov 14 of the same year			Feb 14 of the *following* year		
Ambulatory Surgery (AS)	**Report period**	Jan 1–Mar 31			Apr 1–Jun 30			Jul 1–Sep 30			Oct 1–Dec 31		
	Due date	May 15 of the same year			Aug 14 of the same year			Nov 14 of the same year			Feb 14 of the *following* year		

†OSHPD aggregates MIRCAL files and releases statewide Limited Data Sets around August of the *following* calendar year.

If this person or group asks you what "format" the MIRCal files need to be in, tell them: "The files should follow the same format and file specifications used for online MIRCal transmission per the OSHPD specifications for IP Data or ED/AS Data required at the time."

If this person or group asks you what "file type" the MIRCal files need to be in, tell them that: "Per the OSHPD specifications for IP Data or ED/AS Data, the files should be fixed ASCII text files with a ".txt" extension (or if zipped, a ".zip" extension). Only files with those extensions can be uploaded."

Naming Convention: If possible, please request that the files follow the specific naming convention of: "FileType_Year_Quarter" (e.g.t, **ED_2020_Q3.txt** for an emergency department file covering the first quarter of 2020 or **IP_2020_Q1_Q2.txt** for an inpatient file covering the first two quarters of 2020).

The uploading of MIRCal files is performed via the secure HQI platform, which will encrypt each file during upload. The person who will actually upload the MIRCal files into the HQI platform must have an account.

If you need an account to be created for yourself or a different the uploader, click the "Request Access" link on the HQI Platform Login Page, provide their name, hospital, and email address, and we will make the account the same day. They will receive an invitation email requesting them to login to the system and create a password within one business day. If you need it faster or have any problems, email us at HQIAnalytics@HQIInstitute.org.

Uploading Instructions:
1. Log in to the HQI platform from a computer with access to the MIRCal data files to be uploaded using the HQI Platform Login Page. Once you are logged in, click on the upload/download arrow icon on the left-hand panel to get to the **Site Data Management // Upload** page.

2. You can upload MIRCal files one at a time, or multiple files at the same time *as long as they are the same* **File Type** (see below), on the **Upload** page by following the steps below:

   a. Select your hospital's name using the **Hospital** dropdown box.

   b. Select the type of MIRCal file that you are uploading using the **File Type** dropdown box:
      1. **MIRCal ED** for emergency department discharges
      2. **MIRCal AS** for ambulatory surgery discharges
      3. **MIRCal Inpatient** for inpatient discharges

   c. The dialog box below will appear. Click inside this box and a window will open where you can locate and select the MIRCal file (or file<u>s</u>, as long as they are *all the same* **File Type**) you want to upload.
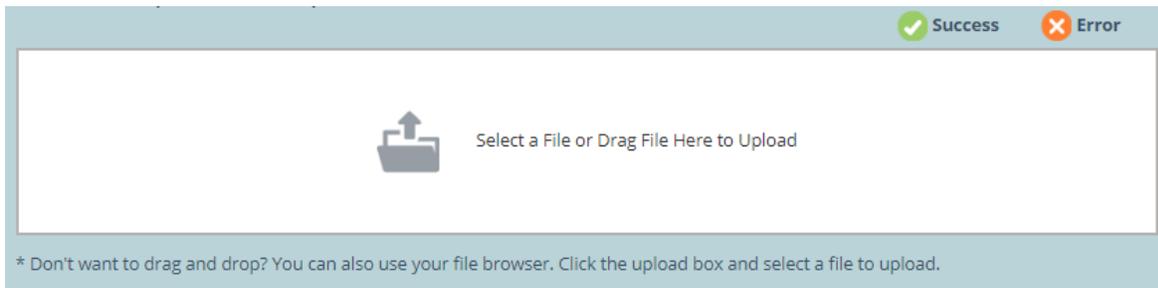
d. After selecting the file(s) you want to upload, click **Open** and the selected file(s) will be encrypted and uploaded to the HQI platform.
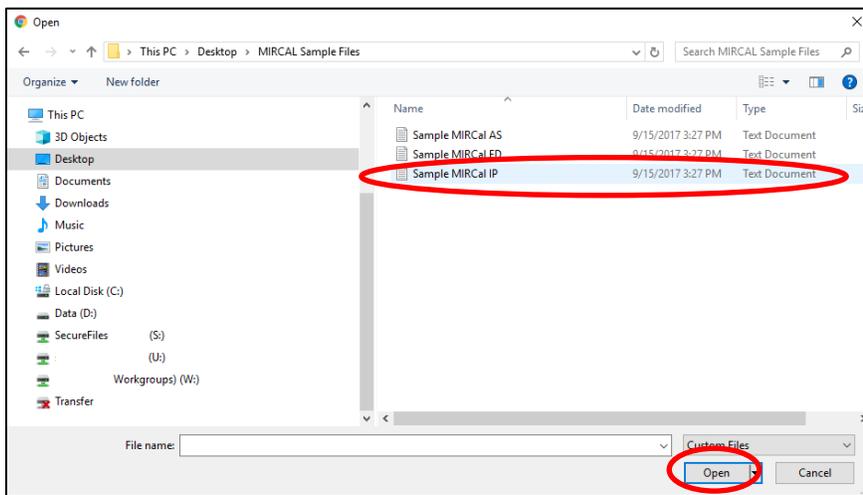
e. Once the file upload is completed, the system will give one of the following feedback messages:

1. **File Upload was Successful:** Either a green checkmark or just the file name as shown below.

2. **File Upload Failed:** An orange "X" as shown below. If you cannot get a file to upload after trying again, or have any other questions or concerns, email us at HQIAnalytics@HQInstitute.org

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To upload additional files, just change the **File Type** as necessary and repeat steps c through e. When all files have been uploaded, log out of the HQI platform by clicking the **User Icon** in the upper righthand corner and selecting **Log Out**.