

**Texas Healthcare Transformation & Quality Improvement Program  
1115 Waiver**

**Reporting Tips & Reminders**

- All reporting must be submitted through the DSRIP Online Reporting System no later than 11:59p.m. **on November 5, 2014.**
- If you have difficulty downloading files from the waiver website using Internet Explorer, try downloading files using Chrome or another browser, if possible.
- Final date to submit questions regarding October reporting and to inform HHSC of any issues with DY3 data in the reporting system or any technical errors in the reporting system is **October 24, 2014 and can be communicated via Waiver mailbox.**
- All providers are required to complete the semi-annual progress reports for October DY3 Reporting for ***every project regardless of whether the milestone/metric is reported for payment in October.*** DSRIP payments may be withheld until the complete report is submitted.
- Metrics/milestones should only be reported if a provider is confident that the metric/milestone was fully achieved by September 30, 2014. If DY3 achievement has not occurred by September 30, 2014, the provider must request Carry forward to report on the metric in DY 4. Category 4 is not eligible for carry forward. ***October 2014 is the final opportunity for providers with approved DY2 carry forward milestones and metrics to report achievement.***
- A coversheet is required for each Cat 1 or 2 project. If a provider is reporting on more than 9 metrics for a given project in DY3, they will need to submit an additional Coversheet for that project. ***Be sure to download the new version of the coversheet.***
- Changes submitted through the Change Requests (Plan Modification and Technical Change Requests) process in August 2014 are for DY 4 and DY 5 only and will not be considered for DY3 reporting review. If there are variations in baselines or previously reported achievement, please address it in reporting as outlined in the companion document under "Guidance for Category 1 and 2 Metrics Reporting" on p. 10.
- The DSRIP Online Reporting System will log you out if you are idle for more than 20minutes so be sure to **save frequently when inputting your information.**
- Remember to include ALL supporting documentation to meet your metrics and milestones. Refer to checklist on page 4-5 of "Companion Document." Be sure to carefully review pp. 33-36 for additional Category 3 documentation requirements for certain measures.
- Learning Collaborative metrics will require a *lessons learned summary*, do not forget to include.
- For supporting documentation that includes a data report, add the data source, a description of the criteria used to run the report, and an interpretation of what the data in the report means with an assumption that the reviewer knows nothing about what you are reporting.
- Make sure all of your documents have your HHSC/CMS Project ID and organization.

**Please do not hesitate to reach out to your Anchor Project Manager for questions or concerns!**

**Texas Healthcare Transformation & Quality Improvement Program  
1115 Waiver**

**Reporting Tips & Reminders**

**Supporting Documentation**

- There is a 30 MB size limit per upload for supporting documentation
- Supporting attachments cannot be edited or deleted after they are uploaded. **Please ensure that uploaded documents are final.**
- Links will **not** be accepted as supporting documentation
- Rotate document pages using landscape and/or portrait settings as appropriate, so that pages are not upside down or sideways.
- Submit documentation in common file formats (e.g., pdf, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, zip files.) HHSC encourages providers to submit **data** in an Excel spreadsheet rather than in a document table (e.g., pdf, Word), as this is more conducive to efficient review of your metric. **If submitting data in a document, include column totals.**
- All supporting documentation file names should reference Project IDs, and date ranges that show when the metric was completed are included within each document. ) - Naming Convention: (Underscores, no special symbols) Provider#\_Project#\_Name\_Of\_Document\_Date.)
- Minimum of 1 supporting document uploaded for each Category 1 or 2 metric, **but the same document may be used to demonstrate achievement for multiple metrics if appropriate**
- All documentation must demonstrate baseline information as well as the increase or total achievements. You must include dates in supporting documentation to demonstrate achievement occurred by September 30, 2014 (e.g. date a community assessment was completed, date of hire, date a plan was approved). **The date should not just be a date reflecting when the supporting documentation was prepared.**
- Handwritten notes will not be accepted as supporting documentation (other than for sign-in sheets from meetings).
- Providers should review supporting documentation carefully to ensure no Protected Health Information (PHI) is included.
- Confirm confidential information is not visible or accessible before submitting documentation to HHSC. If, for example, the provider redacts (i.e., blacks out) information on a document and scans it, they should confirm that information is not visible on the scanned copy.
- When submitting data in a spreadsheet, providers should be sure that fields containing confidential information are de-identified or deleted. **Do not rely on hiding columns in a spreadsheet to protect confidential information, because columns can easily be unhidden.**
- Sensitive information such as salaries may be redacted. **Staff names should not be redacted** (e.g. hiring forms, training logs)