



## Tip Sheet

### Monitoring Inpatient Clinical Data Submission

Entry of Population and Sampling data can be accomplished by either a vendor or the hospital. Even if submitted by the vendor, hospital staff should still review the numbers prior to the submission deadline. The goals for doing this include the following:

- I. The Initial Patient Population for each topic and strata is as accurate as possible
- II. Sample sizes are calculated according to Specifications Manual guidelines
- III. The quarterly number of cases accepted into the QIO Clinical Data Warehouse meets the minimum requirements for RHQDAPU

<p style="text-align: center;"><i>Medicare Patients</i> + <i>Non-Medicare Patients</i> = <i>Initial Patient Population</i></p> <p><b>Tip:</b> <i>If your vendor enters your Population &amp; Sampling data, print a copy of this data <u>after</u> the numbers have been entered. If hospital staff enter the numbers, print a copy of the blank grid to use while researching the patient numbers for later entry.</i></p> <p><b>Tip:</b> <i>Use the Medicare claims number (from the RHQDAPU PPR) to evaluate the accuracy of the number of the Medicare patients subgroup entered into your Population &amp; Sampling grid.</i></p>	<h3 style="text-align: center;">I. <u>Accurate Initial Patient Populations</u></h3> <ol style="list-style-type: none"> <li><b>1. Print a copy of your RHQDAPU Provider Participation Report (PPR).</b> <ol style="list-style-type: none"> <li>a. Log in to QNet</li> <li>b. Go to “Run Reports”</li> <li>c. Under the category, “Annual Payment Update Reports,” click on the link for “RHQDAPU Provider Participation Report.”</li> <li>d. Click on your hospital name and the appropriate calendar year.</li> <li>e. Click on “Request Report.”</li> <li>f. Click on the tab, “View Reports,” near the top of the window.</li> <li>g. When the report status is “complete,” click on the magnifying glass icon to open the file.</li> <li>h. This report will have one page for each quarter of the year. Print the page for the quarter you are evaluating.</li> </ol> </li> <li><b>2. Print a copy of your Population &amp; Sampling (P&amp;S) data.</b> <ol style="list-style-type: none"> <li>a. Click on the link near the top of the window that says, “Back to My Tasks.” (Note: This will take you to the first page you saw after logging in to QNet.)</li> <li>b. Under the “Manage Measures, Hospital-Inpatient” section, click on the link for “View / Edit Population &amp; Sampling.”</li> <li>c. Enter your hospital’s CCN (6-digit CMS Certification Number) and then click on “Find.”</li> <li>d. Click on the appropriate reporting quarter and “Continue.”</li> <li>e. Click “Print.”</li> </ol> </li> <li><b>3. Evaluate the size of your Medicare “sub-groups.”</b> <ol style="list-style-type: none"> <li>a. For each topic and strata, compare the number of Medicare claims listed in the RHQDAPU Provider Participation Report against the number of Medicare cases identified by the vendor (entered into the Population &amp; Sampling grid) or by the hospital.</li> </ol> </li> </ol>
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**Note:** The definitions for these Medicare counts differ:

- **Medicare claims** (on the RHQDAPU PPR) = Medicare was a primary payor and claims have been finalized.
- **Initial Medicare Population** (entered into the P&S grid) = Medicare was any payor source and billing may not have been completed yet.

**Critical Step!** CMS uses the larger of these two numbers (Medicare claims on the RHQDAPU PPR versus the initial patient population on the P&S grid) to determine the minimum number of cases that **MUST** be accepted into the QIO Clinical Data Warehouse to satisfy RHQDAPU requirements!

- Make sure that the initial number of Medicare cases for each topic and strata in the P&S grid is the same as or larger than the number of Medicare claims for the same topic and strata. (See note at left)
- If your initial Medicare population is the same as or more than the Medicare claims number, nothing more needs to be done.
- If your initial Medicare population is less than the number of Medicare claims, you need to investigate this further to determine if you may be missing a significant number of Medicare cases that will impact your total inpatient populations. Verify that you have followed the *Specifications Manual* guidelines for identifying your initial patient populations. On occasion, corrections made to coding/billing may also account for a lower Medicare population. If this is found, maintain documentation on this in case needed for possible submission for APU reconsideration requests.
- If you are unable to locate the missing Medicare cases, need to obtain patient-level information on the billed cases, or are not sure if a difference in numbers is significant, check with a QIO RHQDAPU Coordinator!
- Remember... Try to get the number of Medicare cases as accurate as possible.

#### 4. Compare the size of your total patient populations against the Medicare claims.

- Verify that the total patient population for each topic and strata is the same as or larger than the corresponding Medicare claims number.
- If any total patient population is smaller than the Medicare claims number, you will need to identify additional cases (Medicare **OR** non-Medicare) prior to determining and/or evaluating sampling sizes.
- If you need further assistance in evaluating patient populations and/or locating additional patients, email a QIO RHQDAPU Coordinator.

**Tip:** Sampling tables are located near the beginning of each topic's Measure Information Form in the appropriate version of the *Specifications Manual*:

[www.qualitynet.org](http://www.qualitynet.org)  
(Hospitals-Inpatient tab  
Specifications Manual link)  
AMI: Section 2.1  
HF: Section 2.2  
PN: Section 2.3  
SCIP: Section 2.4

## II. Follow the Sampling Guidelines

### 1. Verify the sample size for each topic and strata.

- Review each topic and strata sample size on your Population & Sampling report and compare the numbers against the sampling tables in the *Specifications Manual*.
- If you indicated "Not Sampled" for the sampling frequency, you should have the same total sample size as the total patient population for that topic or strata. (You are abstracting 100% of your cases for that topic/strata.)
- If you indicated "Quarterly" for the sampling frequency, you need to apply the appropriate quarterly sampling table to the total patient population to make sure the sample size you entered is at least the required number for that topic or strata.
- If you indicated "Monthly" for the sampling frequency, you need to apply the appropriate monthly sampling table to the total patient population for each of the three months to make sure the sample size you entered for each month is at least the required number for that topic or strata.

**Note:** This is your last chance to modify your Population & Sampling numbers prior to them being “locked down.”

- e. If you indicated “N/A” for the sampling frequency, your total patient population for that topic was five cases or less and you will not be abstracting and submitting the clinical data for that topic.
- 2. Some hospitals choose to sample a few more cases than the required minimum sample size. This is an acceptable practice.**
- 3. Verify that you have entered a number from zero and up IN EVERY CELL in the Population & Sampling grid. Leaving any cell “blank” will result in incomplete data submission and will jeopardize your hospital receiving its full Annual Payment Update!**

**Note:** If you are monitoring your APU Dashboard report on QNet, be aware that submitting fewer cases than your sample size (even if you have oversampled) will reflect as “under submitted,” even if you have met the minimum requirements for RHQDAPU.

### III. Assure Minimum Data Submission

- 1. Calculate the minimum sample size for each topic and strata using your total patient population OR the Medicare claims number for that topic or strata.**
  - a. The larger of these two numbers is used as a working total population for each topic or strata.
  - b. Quarterly sampling tables for that topic are applied to this number.
  - c. You must have at least this number of cases accepted in the QIO Clinical Data Warehouse prior to the clinical data submission deadline to meet the RHQDAPU requirements.
- 2. Compare the above minimum required number against your sample size prior to the Population & Sampling data submission deadline (the first day of the second month of each quarter).**
- 3. Compare the above minimum required number against the number of cases accepted into the QIO Clinical Data Warehouse prior to the Clinical Data submission deadline (the 15<sup>th</sup> day of the second month of each quarter).**



#### Florida and California RHQDAPU Coordinators:

**Becky Ure**  
rure@flqio.sdps.org  
(813) 865-3549

**Lane Harrigan**  
lharrigan@flqio.sdps.org  
(813) 865-3509

**Lawanna Hurst**  
lhurst@flqio.sdps.org  
(813) 865-3518

This material was prepared by FMOAI, the Medicare Quality Improvement Organization for Florida, and Health Services Advisory Group of California, Inc., the Medicare Quality Improvement Organization for California, under contract with the Centers for Medicare & Medicaid Services (CMS), an agency of the U.S. Department of Health and Human Services. The contents presented do not necessarily reflect CMS policy. Publication Nos. FL200906F81511476 and CA-9SOW-6.1-102309-01