NCDR eReports Corporate: Customized Reporting
Program Requirements for Aggregate and Patient Identifiable Reporting
Version 1.1

NCDR eReports Corporate is a web enabled business intelligence data report dashboard and quality improvement program designed to serve as an enhanced customizable reporting mechanism by which clients can tailor the custom markets for comparison featured in the quarterly reports, monitor the quality of data submissions from the hospital and perform comparative analyses utilizing customized markets.

A Client is defined as an entity external to the ACCF who has a contract in place that will allow them to access the reports published on NCDR.com.

A Participant is defined as a legal entity with a physical location that has a valid master agreement and registry specific addendum in place. In addition, all fees are paid and current and the participant offers a service that would meet inclusion for participation.

These requirements can be briefly summarized as:

Technical Requirements Supported for Optimal Functionality: *the list below details the technical elements necessary for a client to utilize the web-based reports.*

1. Microsoft Excel version 2007 or higher (will not accept versions older than 2007)
2. Adobe PDF Reader
3. Internet Explorer 11 and above browser is preferred and ACCF certifies that it will function with this specific browser. In addition, although it is not required, it is important to note that a disabled pop-up blocker aids in decreasing the likelihood of any download difficulties.
4. All exports will be delivered in a tab delimited format.

*NCDR eReports Corporate may work with other systems and versions, but we cannot assure nor support the functionality on systems not listed in this document.

Client Participation Requirements: *the list below details the elements necessary for a client to understand and adhere to in order to properly utilize the NCDR eReports Corporate*

1. Management and Administrative Oversight: Client shall identify a NCDR eReports: Corporate administrator to receive all communications and program materials, participate in training provided by ACCF and implement the program in the practice. Client shall notify ACCF within ten (10) working days of any change. Client manages the administrative rights to eReports Corporate on NCDR.com.
2. My Markets/My Metrics: NCDR eReports Corporate contains features that are customizable at the client level. However, it is important to note that these features are not customizable at the client user level. Any update to My Markets/My Metrics definitions will be reflected in the dashboard within two business days after the reporting data mart is updated as part of the nightly refreshing process.
3. Client Participation: Clients must have all accounts current with all fees paid in full.

Hospital Participation Requirements: *in order to insure maximum benefit of the NCDR eReports Corporate, it is necessary that the following items be put into place in the hospital setting.*

1. Use of Data Release Consent Form. Client shall obtain informed consent from each NCDR Participant, that is affiliated with Client and which Participant's aggregate data, to include aggregated patient, physician and facility level data, will be submitted to the Client. Such informed consent shall be obtained by the completion by the NCDR Participant of the Data Release Consent Form attached to the agreement entered into between Client and ACCF which permits Client to access the reports published on NCDR.com. The Client acknowledges that the decision to grant informed consent is at the sole discretion of the Participant. It is the Client's responsibility to inform the ACCF when facilities have given or retracted consent. The ACCF shall not be responsible for the Participants who either neglect to complete a consent form or choose not to participate.
2.
3. Consent Date: Participant historical data will be made available regardless of consent start date and will provide Participants with access to historical data regardless of version (starting version 4). Note that some limitations might apply when the registry's version changes.

NCDR Operational Requirements: *the list below details the particular aspects of the NCDR that the client must adhere to in order to utilize the NCDR eReports Corporate.*

1. General: NCDR provides guidance on metrics that clients are required to adhere to that guidance. In addition, this tool grants rights to a fully identifiable data set as defined by HIPAA.
2. Concept of Rolling Four Quarters (R4Q): Measures and metrics are reported for a four quarter roll-up of any or all data submissions with green or yellow light submission status as described in the DQR section.
3. Concept of a Data Refresh Cycle: On a quarterly basis ACCF shall transfer all registry data, including indirect hospital comparison groups and U.S. hospital benchmarking, to the client in the form of the technical specifications for all registry metrics from the NCDR Institutional Outcomes Report Executive Summary for the respective registries. The method by which metrics are calculated can be modified by the ACCF periodically with due notice sent to the client (e.g. CathPCI version 4.x). ACCF reserves the right to modify, add new or remove metrics. Please note that modifications will only affect the current rolling four quarter period.
4. Concept of a Pre-Defined User: Clients will have access to not published data submitted by hospitals at a rate that does not exceed more than once per week. Note that updates to the client specific data will be updated no more than once per week and not published data will not include benchmarking.
5. Data Element Changes: The NCDR eReports Corporate shall rely on current version dataset that will be updated quarterly with successful submissions received according to the published call for data submission schedule in accordance with the Data Quality Report (DQR) process (i.e., green and yellow light status) for quarters necessary for the reporting period.
6. Data Quality Reporting (DQR): Participants of the client submit data to the NCDR for quality review. This quality review is known as the Data

Quality Reporting (DQR) process. The DQR checks submitted patient records and returns a pass/fail status for their submission. Data are first checked for errors then checked for "completeness" thresholds. Passing the DQR ensures well-formed data and a statistically significant submission. Green light submissions will be displayed in the quarterly reports along with yellow light submissions displayed in the details section of the report. Following successful submission to the DQR, the data are stored in the data warehouse and from there loaded to a data mart, which is the source of the data provided to the client.

7. Audit. Auditing of the data will occur to examine patterns of ordering that may indicate Institution-based anomalies (e.g. high percentage of PCI procedures compared to other Institutions). If anomalies are found, random patient cases files documenting the entered data may be requested from the practice and/or health plan to confirm the data. In addition, the NCDR's Audit Program annually selects participants at random for an audit. Following the audit, each site receives a detailed report of their audit findings to assist with data collection improvements.
8. Change to the Algorithms: If there is a change to the algorithms used for computing metrics, it will only affect data submitted in the four immediately prior quarterly reports. Reports dating beyond the past four quarters will not be affected.

General Requirements

To ensure timely and accurate reporting of data to NCDR eReports Corporate, all Institutions must also adhere to the following regarding day to day participation, data collection, and reporting.

1. Participant License: Participant License (PL) fee includes data created and distributed to the client for NCDR participants on a quarterly, semi-annual or annual basis for all or part of the calendar year, regardless of number of registries facility is a participant.
2. ACCF Support: ACCF offers technical support via email at ncdrmail@acc.org or via telephone 9am to 5pm Monday through Friday at 1-800-257-4737.
3. The ACCF will provide support via telephone and e-mail during normal business hours Monday-Friday 9:00am - 5:00pm eastern time. Support will not be offered on the weekend or federal holidays. The ACCF will provide technical support for the utilization of the tool only. It is the responsibility of the client to handle any issue related to hardware requirements required to utilize the tool.
4. Upon notice and with the cooperation of the Client, the ACCF shall use reasonable efforts to promptly resolve any failure of the tool to perform which materially impairs the client's use of the tool or any malfunction or defect of the tool, including updates and corrections.
5. The ACCF shall deliver corrections to the tool in the form of updated versions or revisions to the tool.

Glossary of Definitions

Rolling Four Quarters (R4Q): The four (4) consecutive quarters included in this report. (Example: The 2011Q1 report includes 2010Q2, 2010Q3, 2010Q4 and 2011Q1. The "Q" in 'R4Q" indicates the last quarter of the rolling four quarters).

Published Aggregation: refers to the numbers that are included in the quarterly outcomes report. NCDR publishes an outcomes report on a quarterly basis. This report aligns with the close for call for data submissions.

Not Published Aggregation: refers to the numbers that have not been published in the quarterly outcomes report. This also refers to data that may be aggregated between the close for call for data submission dates. Hospitals will have access to their data, however benchmarking is not provided for a not published aggregation.

Reporting Timeframe: refers to the rolling four quarters for which the report is being produced.

Submission Timeframe: refers to the harvesting quarter for which the data has been collected.

Aggregation Date: refers to the date of the data snapshot that was used to produce the aggregation.

Call for Data Schedule: The "Call for Data" schedule is a set period in which Participants submit a quarter's worth of data to begin the Data Quality Reporting (DQR) process. When a "Call for Data" period begins, Participants can upload (if using vendor software), or export (if using the ACC's tool) their quarterly data files. This data goes through the DQR process. At the completion of the DQR process, the data for all institutions is aggregated for the creation of Institutional Outcomes Reports.

Data Quality Reporting: The Data Quality report is used to determine the overall status of the data submission. The status is used to determine if the data submission was successfully loaded into the data registry and/or included in the benchmarking statistics.