

District of Columbia State Level Registry for Provider Incentive Payments Eligible Professional User Manual



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Introduction

The overall goal of the User Manual is to help guide medical professionals through the process of completing their State's application for the Centers for Medicare & Medicaid Management's (CMS's) EHR Incentive Payment. This application is submitted through the State Level Registry, a web tool designed to capture all information needed for the approval of the EHR payment, and to submit the application to your State. Individuals are called Eligible Professionals (EPs) because medical personnel other than Physicians can also apply for the incentive payment, such as Nurse Practitioners.

Who can benefit from the User Manual?

This manual is for Eligible Professionals to use as a guide to the DC-SLR web application.

DC-SLR Application Availability

The application is available 24 hours a day, 7 days a week, and is accessible from the Internet.

Problem Reporting

For general Help, all DC-SLR web pages have a **Help** Link that opens up a copy of this User Manual. For DC-SLR Web application assistance, you may contact the Xerox Help Desk designated to support the DC-SLR at (866)-879-0109. Select option 0 for assistance with:

- System Issues
- Directions for completing the Attestation Agreement
- Assistance with using the application
- Other questions related to the SLR application

You may also email the SLR Help Desk at: SLRHelpdesk@xerox.com. For questions specific to the DC Medicaid EHR Incentive program, visit the DC EHR Incentive Program Provider Outreach Page at <http://dc.rraincentive.com>. For policy questions regarding the DC Medicaid EHR Incentive program, you may email dcslr@dc.gov.

Overview

As the healthcare landscape continues to modernize, legislation was passed to encourage the adoption of Electronic Health Record (EHR) technology in documenting patient care. Because of the American Recovery and Reinvestment Act (ARRA) of 2009, eligible Medicaid Providers are being offered financial incentives for the implementation and meaningful use of Health Information Technology (HIT) in the management of patient populations. In support of this initiative, Xerox has developed the EHR Provider Incentive Portal application, called the State Level Registry (DC-SLR).

By using DC-SLR, you have access to a streamlined application for federally funded HIT incentives through an easy-to-use website. With self-service flexibility, you can move through registration, eligibility and attestation at your own pace while the DC-SLR application stores your information in an organized manner. This application provides the most direct path to your incentive payment.

Dates

An EP applying for the 2013 program year must have Medicaid eligibility dates between 1/1/12 – 12/31/12. Each State has a designated Grace Period in the beginning of the year during which users that have not submitted an Attestation Agreement can elect the year for which they are Attesting. Users may select the current year and submit Eligibility numbers for the previous fiscal year, or select the previous year as their Program Year and enter numbers from the year before that.

Select Attestation Program Year

Program Year *

Save and Continue

Application Architecture

The DC-SLR Web application features the following:

- Compliance with Section 508 accessibility guidelines.
- Accessibility from the internet: Xerox has made every effort to make this site accessible to people with disabilities. In the event you experience difficulty accessing this site with assistive devices, please contact our Help Desk at (866) 879-0109 for assistance in obtaining the information you need.
- Secure protected page access.

Materials and Preparations

Materials the user will need to use the software:

- Computers with access to the web browser.
- Software – **Adobe Acrobat Reader** – installed on your machine to view PDF files.
- The Pop-up Blocker feature of your browser should be set to **Off** to enable pop-up window features.
- Manuals and/or FAQs available for distribution.

Also note that this application is approved for use with Microsoft Internet Explorer versions 7.0 and 8.0 and not certified for use with other browsers or versions.

Method

Login – Accessing the DC-SLR

The DC-SLR is a web-based application accessible from the internet via the Provider Outreach Web portal, or directly from a login URL.

1. Open Microsoft Internet Explorer to access the Web.
2. Type the District’s URL in the address field and press the **Enter** key on your keyboard.

<https://dc.rraincentive.com>

Error Messages

<p>You are not eligible to participate in the Medicaid EHR Incentive Program in the District of Columbia. Please contact DHCF at dcslr.dc.gov if you believe this is an error or you have questions.</p>	<p>The provider must contact a District representative to solve this issue with DC’s Medicaid agency.</p>
<p>The State Level Registry (SLR) for Provider Incentive Payments and related web sites (such as the SLR Provider Outreach page) require a minimum screen resolution of 1024x768. The SLR and related web sites are best viewed with Internet Explorer version 7 and above. Using Compatibility Mode/ Compatibility View in Internet Explorer may result in the application displaying incorrectly.</p>	<p>A message for the provider to ensure the correct browser and a minimum standard for the monitor.</p>

DC-SLR login from the Provider Outreach Web Portal

You can access the DC-SLR Web application from the Provider Outreach Web portal. This webpage features provider education resources related to the American Reinvestment and Recovery Act (ARRA) and the Health Information Technology for Economic and Clinical Health (HITECH) act, and also provides a link to the DC-SLR application login page.

The *Provider Outreach* page displays the following:

1. Located at the top of the page is a banner that displays the following items that are visible on every page of the DC-SLR application:
 - a. The District's logo.
 - b. The heading "State Level Registry (SLR)". This is the name of the application.
 - c. **Provider Outreach Home** link: on other pages in the Provider Outreach site, this links to the home page.
 - d. **Contact Us** link: opens a pop-up page displaying contact information including the Xerox Help Desk phone number and email.
2. DC-SLR Dates, Account Creation/Entry, News, and FAQs sections. Located to the left and right of the page, these columns display the following sections:
 - a. *Important Dates to Remember* section: Gives the date DC will begin to accept registration in the SLR and attestations completed within SLR.
 - b. *Need to create an SLR account?* section: accesses the Medicaid Provider Incentive Program site directly, allowing providers to register for the program.
 - c. *Already have an DC-SLR account?* section: directs you to the *Login* page of SLR.
 - d. *Frequently Asked Questions* section: the view our list of most frequently asked questions link directs you to CMS' frequently asked questions website related to electronic health record (EHR) technologies and the incentive program.
 - e. *Are You Eligible?* section: clicking this link or graphic opens the CMS Eligibility Wizard, which asks a series of questions to see if a Provider would likely be eligible for an incentive payment.

- f. *Healthcare IT News* section: a link in this section opens up a new tab or window and displays an article related to Healthcare IT news.
 - g. *Centers for Medicare & Medicaid Services (CMS)* section: links in this section open up a new tab or window and display CMS news.
 - h. *EMR and HIPAA* section: links in this section open up a new tab or window and display news related to Electronic Medical Records (EMR) and the Health Insurance Portability and Accountability Act (HIPAA).
3. Located in the middle of the page, the primary page content entails the following sections:
- a. Welcome text. This is an overview of the Medicaid EHR Incentive Program (MEIP) portal.
 - b. Click the EP process (Eligible Professional) link to open detailed instruction for your user type.
 - c. *Important Web Resources* section. A link in this section opens up a new window and displays the appropriate website. Standard links provided by Xerox include links to CMS and the ONC.
 - i. **CMS EHR Incentive Programs Registration site** link: opens up a new window and displays the Medicare & Medicaid EHR Incentive Program Registration and Attestation System.
 - ii. **Centers for Medicaid and Medicaid Services** link: opens the CMS site.
 - iii. **Office of the National Coordinator for Health Information Technology (ONC) Certified Health IT Product List** link: opens up a new tab or window and displays the Certified Health IT Product List.
 - d. *Regional Extension Centers (REC)* section. Clicking the **eHealthDC** link in this section opens up a new tab or window and displays the REC website.
 - e. *Additional Resources* section. Clicking the link in this section opens up a new tab or window and displays the associated website. These include:
 - i. **The District of Columbia - Health Information Exchange Site**
4. Footer section. Located at the bottom of the page, the footer displays the following items:

- a. **Privacy** link: opens a new window with a Privacy policy displayed.
- b. **Terms of Use** link: opens a new tab or window with the Terms of Use policy displayed.
- c. **Accessibility** link: opens a new tab or window with the website's Accessibility policy displayed.
- d. **Xerox Copyright**. This is Xerox's copyright symbol and text.

Important Dates to Remember

The District of Columbia State Level Registry (DC SLR) will begin accepting registration and attestations on August 1, 2013. You must register at the CMS EHR Registration and Attestation System prior to registering with the DC SLR, and you may do so on or after August 1, 2013.

Need to create an SLR account?

Click here to [leave this site and create an SLR account](#) for accessing the Medicaid Provider Incentive Program site.

Already have an SLR account?

Click here to [go directly to the State Level Registry for Provider Incentive Payments](#) site.

Frequently Asked Questions

Have a question? Click here to [view the CMS list of frequently asked questions](#).

Medicaid EHR Incentive Program (MEIP)

The MEIP was established under the provisions of the HITECH Act and provides for incentive payments to certain health care professionals and hospitals that meet specific eligibility requirements when they adopt, implement, upgrade and meaningfully use certified EHR technology.

Department of Health Care Finance (DHCF) is responsible for the MEIP in the District of Columbia and anticipates being able to accept online enrollments and attestations for the MEIP by July 2013.

Note: Eligible Hospitals that register for both Medicare and Medicaid may pre-register for MEIP before the District launches its online attestation portal in July, but your hospital will be placed in a "pending state validation" status for eligibility in MEIP. To prepare for the MEIP, health care professionals and hospitals must adopt, implement or upgrade to a CMS-certified EHR system, (use the Certified Health IT Product List available at <http://onccplp.force.com/ehrcert> to verify the certification status of your EHR system); register on the CMS EHR registration website available at the [CMS EHR registration website](#).

Want to get a jump start?
Click Here!

Click here to view information that will give you a jump start on getting your ARRA incentive payment.

- [Eligible Professionals](#)
- [Eligible Hospitals](#)
- [Group Administrators](#)

To begin now,

1. Register at CMS.gov for Medicare and Medicaid EHR Incentive Program.
2. Verify approved EMR version for Adopt, Implement, and Upgrade (AIU).
3. Please select and download the documents below to learn more about the Medicaid and Medicare Incentive program, eligibility, and registration process.

- [EP process \(Eligible Professional\)](#)
- [EH process \(Eligible Hospital\)](#)

Feel free to also use this Step by Step process by selecting the link below to learn more about Meaningful Use and Attestation: <http://www.healthit.gov/providers-professionals/ehr-implementation-steps/step-1-assess-your-practice-readiness>

For more information, including payment tables, visit the web address listed below and return to this web site, frequently, for future updates regarding our [Registration and Attestation portal](#).

- MEIP will continue to pay incentives through 2021. Eligible professionals can participate for 6 years, and participation years do not have to be consecutive. The last year that an eligible professional can begin participation in the MEIP is 2016.
- Incentive payments for eligible professionals under the MEIP are higher than the Medicare Incentive Program — up to \$63,750 over six years.

What are the categories of eligible professionals that may qualify for the MEIP?

- Physicians
- Nurse practitioners
- Certified Nurse – Midwife
- Dentists
- Physician Assistants (PA) who practice in a Federally Qualified Health Center (FQHC) or Rural Health Center (RHC) that is led by a PA.

Important Web Resources (all links open in new window)

- [CMS EHR Incentive Program Registration site](#)
- [Centers for Medicare & Medicaid Services \(CMS\)](#)
- [Office of the National Coordinator for Health Information Technology \(ONC\) Certified Health IT Product List](#)

Regional Extension Centers (REC) (all links open in new window)

- [eHealthDC](#)

Additional Resources (all links open in new window)

- [DC HIE](#)

Are You Eligible?

Run the [CMS Eligibility Wizard](#) and quickly see if you may qualify for incentive payments.

Centers for Medicare & Medicaid Services (CMS)

Beginning January 3, 2011, the Electronic Health Record (EHR) Information Center will be open to assist the EHR Provider Community with both program and system inquiries from 7:30 a.m. – 6:30 p.m. (Central Time) Monday through Friday, except federal holidays, at 1-888-734-6433 (primary number) or 888-734-6563 (TTY number). [more info...](#)

(all links open in new window)

May 07, 2013
[Administration offers consumers unprecedented look at hospital charges](#)

Apr 30, 2013
[CMS announces single streamlined Marketplace application](#)

Apr 09, 2013
[Navigator Grants announced to help inform consumers in the new Health Insurance Marketplace](#)

Healthcare IT News

(all links open in new window)

Apr 15, 2013
[The road ahead for health IT... and for EHRWatch](#)

Apr 12, 2013
[ONC budget includes proposed vendor fee](#)

Apr 11, 2013
[Genomics data just the first in long line of hurdles](#)

EMR and HIPAA

(all links open in new window)

Jun 13, 2013
[A Primer On HIPAA Compliance For BYOD](#)

Jun 12, 2013
[4500 Patient Records Found During Drug Bust](#)

Jun 11, 2013
[EHR's EHR Code of Conduct – Will Anything Change?](#)

To get to the login page from the *Provider Outreach* page, click on the **go directly to the State Level Registry for Provider Incentive Payments** link located on the left side of the *Provider Outreach* webpage.



DC-SLR login directly from the DC-SLR login URL

If you have already created an account, you may also get to the DC-SLR's *Login* page by entering the URL into your browser:

<https://dc.rraincentive.com/>

Type the DC State Level Registry URL in the address field and press the **Enter** key on your keyboard.

From here, you will reach the DC-SLR Web application *Login* page. You'll have three chances to enter in the correct login information before the system locks your account. If that happens, call the Help Desk for assistance.

Throughout the DC-SLR application, red asterisks (*) display on various fields. This symbol indicates that this field is required to be completed in order to continue through the application.

The Login page displays the following:

1. **User ID** field: enter your User ID.
2. **Password** field: enter your Password.
3. **Log In** button: verifies the User ID and Password you entered and opens the End User License Agreement (EULA).

4. **Forgot User ID?** link: selecting this will open a *Forgot User ID* pop-up asking you for your National Provider Identifier (NPI) and Tax Identification Number (TIN) as well as the answer to the Challenge Question you selected when you first created the account. Once you have entered those correctly, the system will email the User ID to the email address entered when you created your account.

Forgot User ID

Identify Yourself

? Select the user role for which you registered, then enter the appropriate IDs and click Continue *
Red asterisk indicates required fields.

What is your role? *

NPI *

TIN *

→
[Cancel and return to Login](#)

5. **Forgot Password?** link: select when you have forgotten your password. The system will ask you for your User ID as well as the answer to the Challenge Question you picked when creating your account. Once you have entered those correctly, the system will email a link to reset your password to the email address you entered when you created your account.
6. **Create Account** button: select this if you need to create a new DC-SLR account.

Existing Users

? Enter the User ID and password you created to login to the SLR. If you have not already created a User ID, please select the Create Account option to create a new User ID. * Red asterisk indicates a required field.

User ID *

Password *

The State Level Registry (SLR) for Provider Incentive Payments and related web sites (such as the SLR Provider Outreach page) require a minimum screen resolution of 1024x768. The SLR and related web sites are best viewed with Internet Explorer version 7 and above.

?

[Forgot User ID?](#)

[Forgot Password?](#)

Need to Create an Account?

i If you are an Eligible Professional, Eligible Hospital Representative, or Group Practice/Clinic Representative, you can create a user account for the SLR. If you have not already created a User ID, please select the Create Account button below to create a new User ID.

Error Messages

Your login attempt was not	This may appear at login. Carefully
----------------------------	-------------------------------------

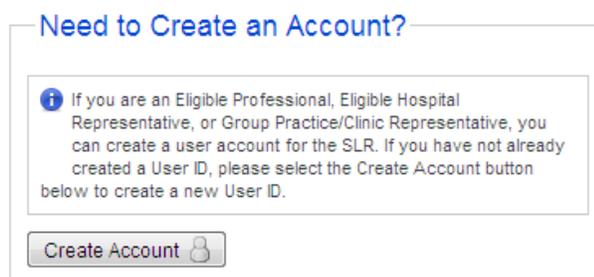
successful. Please try again. Call the Help Desk at 866-879-0109 if you need assistance.	type the password.
Your account is currently locked out; please contact the Help Desk at 866-879-0109	This message will appear for accounts that have been locked out or expired.
Required Field	This warning will appear next to each required data item that is unpopulated. The page will not save until the field is populated.
If you do not click Continue, you will be logged out of the system in 30 seconds and lose any unsaved data. To remain logged into the SLR application, click Continue	As a security feature, SLR will time out after 10 minutes of inactivity. This warning will appear before the user is logged out.

Creating a New DC-SLR Account for Eligible Professionals

To create a new account from the *Provider Outreach* page, select the **leave this site and create an DC-SLR account** link located on the left side of the *Provider Outreach Jumpstart* page.



To create a new account from the *Login* page, select the **Create Account** button.



The *Create Account* page displays the following:

1. **What is your role?** pull-down menu: identify your Provider Type by selecting an option from the menu. As an individual physician or medical professional, select **Individual Eligible Professional**.
2. **NPI** text field: enter your National Provider Identifier (NPI) number. If you have more than one NPI, use the one that you used while registering with the CMS Medicaid EHR Incentive Program Registration Site. If the number entered is not recognized, an error message will appear, and you will not be able to proceed.
3. **TIN** text field: enter your Taxpayer Identification Number (TIN), which is either your Employer Identification Number (EIN) or your Social Security Number (SSN).
4. **CAPTCHA** image: a computer-generated image.
5. **Generate New Image?** link: refreshes the image above if you are unsure of what numbers and letters are being displayed.

6. **Enter the letters/numbers from the image above** text field: enter the letters and/or numbers you see in the **CAPTCHA** image. This is a security feature.
7. **Continue** button: select this button to open the DC-SLR. You will confirm your name and the address associated with your NPI and TIN.
8. **Cancel and return to Login** link: opens the *Login* page.

Create Account

If you are an Eligible Professional, Eligible Hospital Representative, or Group Practice/Clinic Representative, you can create a user account for the SLR. Please enter the following identification information to start the process of creating your user account.

Identify Yourself

Enter the necessary information below and click Continue. * Red asterisk indicates a required field.

What is your role? *

NPI *

TIN *



Generate New Image

Enter the letters/numbers from the *
image above

Letters are case sensitive.
If you have difficulty identifying the characters in the image above, click the link to display a new image.

Continue
Cancel and return to Login

Clicking the **Continue** button opens the next page where you will confirm that the information the system has retrieved up is accurate.

The *Create Account Confirmation* page displays the following:

1. **NPI** display field: the NPI you entered on the *Identify Yourself* page.
2. **TIN** display field: the TIN entered on the *Identify Yourself* page.
3. **Medicaid ID** display field: the Medicaid ID associated with the NPI and TIN you entered.
4. **Name** display field: the name associated with the NPI and TIN you entered.
5. **Address** display field: the address associated with the NPI and TIN you entered.

6. **Active** display field: will display true if the NPI / TIN is active with the District Medicaid program and false if it is inactive.
7. **No, Go back** button: returns to the previous page.
8. **Yes, Continue** button: opens the next page to continue creating your account.

Create Account

Is This You?

	NPI	TIN	Medicaid ID	Name	Address	Active
<input checked="" type="checkbox"/>	1234567890	1234567890	1234567890	John Doe	1234 Main St, Washington, DC 20001	True

Select the provider record you wish to use to create your user account.

All records that match the NPI or TIN will be displayed, including any records with an inactive status. Only those records with an active status can be used to create an account.

If the information is not correct, select the **No, Go Back** button to return to the previous page. From there, you may either retry entering your NPI and TIN or call the Help Desk for assistance.

If the information is correct and you click the **Yes, Continue** button. The *Create Login* section will appear on the page:

1. **User ID** text field: enter a User ID Number. This must be at least 8 letters and/or numbers long, but not more than 20 letters and numbers.
2. **Password** text field: enter a password. Your password also needs to be at least 8 letters and numbers long and must be less than 20 letters/numbers. When you are choosing a password, you also need to make sure to include the following:
 - At least one capital letter
 - At least one lower case letter
 - At least one number
 - At least one of the following special characters: @ or # or !

Your password cannot be your User ID or your User ID spelled backwards.

3. **Confirm Password** text field: enter the password you entered above to confirm it.
4. **Select a Challenge Question** pull-down menu: select an option from the pull-down menu as a Challenge Question to answer.

5. **Your Answer to the Question** text field: enter an answer for the Challenge Question that you selected above. You'll need this information if ever forget your User ID or password.
6. **Phone** text field: enter your phone number as a ten-digit number, with no spaces, dashes, or parentheses.
7. **Email address** text field: enter your email address.
8. **Confirm Email address** text field: enter your email address again to ensure it was not misspelled.
9. **Create Account** button: select this button to save your account. If you left a required field blank or entered information incorrectly, you will receive an error message.
10. **Cancel and return to Login** link: select this button to cancel all the changes and return to the *Login* page.

Create Account

Is This You?

Name

Address

Create Login

 Enter the necessary information below and click Create Account. * Red asterisk indicates a required field.

User ID *

Password *

Confirm Password *

Select a Challenge Question *

Select Challenge Question...

Your Answer to the Challenge *
Question

Phone *

E-mail address *

Confirm E-mail address *



Once you click the **Create Account** button, you will be routed to the final page for creating an account.

The final *Create Account* page displays the following:

1. **Account successfully created** display message: signifies that you have successfully created your DC-SLR account.
2. **Continue to Login** button: opens the *Login* page.

Error Messages

<p>The NPI and TIN entered does not match an enrolled provider with DC Medicaid. Please contact the help desk at (866) 879-0109, select option 0 for assistance.</p>	<p>This pop-up message appears when system checks the PMF data and does not find the record. This produces a Hard Stop. All pop up messages have a Cancel and an X button that may be used to close the message.</p>
<p>The NPI and TIN entered does not match provider registration data received from CMS. If it has been more than 24 hours since you submitted registration to CMS, please contact the help desk at (866) 879-0109, select option 0 for assistance.</p>	<p>This message appears if the system checks the CMS R&A data and does not find the record. If a provider registers with CMS, they should wait until the next day before registering with SLR, and the data is transferred overnight.</p>
<p>The provider is registered as an Eligible Hospital at CMS. Please check the role that you have selected at SLR and proceed with creating your account. Please contact the help desk (866) 879-0109, select option 0 for assistance.</p>	<p>The system checks the CMS R&A data and found a match with a hospital. The provider must select Eligible Professional as their user type.</p>
<p>The characters you entered didn't match the word verification. Please try again</p>	<p>If the provider mistypes the CAPTCHA field, the field will refresh for another try. No other values are changed on the screen except for the CAPTCHA field.</p>

There is already an account registered with the NPI and TIN entered. Please contact the help desk at 866-879-0109.	This message will display if the TIN or the NPI entered into the fields is already associated with a User ID. The provider will need to contact the Help Desk to solve the issue.
The User ID must be between 8 – 20 characters. No spaces or special characters are allowed. Please try again.	The information in the other fields will not be lost. The system also stops entry of characters past 20.
User ID exists. Please enter a different User ID.	The user must select a username that is unique among all users of the site.
Password must have a minimum of 8 characters and a maximum of 20. Your password must include at least 1 upper and 1 lower case letter, 1 number, 1 special character (the “at” symbol “@” ; pound “#” ; exclamation “!”), not your login name and not an old password.	The user must select a password that fulfills all the requirements.
Confirm Password	The page will not submit until the Confirm Password field is populated.
The Confirm New Password must match the Password entry	The page will not submit until the password is duplicated in the Confirm Password field.
Invalid phone format	The user must enter a number in requested format. If the number was copied from another document or web page and pasted in the field, the formatting will likely need to be corrected.

Confirm E-Mail Address must match the E-mail address	The page will not submit until the email address is duplicated in the Confirm E-Mail Address field.
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Accepting the End User License Agreement (EULA)

After your first login to the system, you will be presented with the End User License Agreement (EULA). You must read and agree with the EULA in order to continue.

The *End User License Agreement* page displays the following:

1. **I Agree with the End User License Agreement** checkbox: selecting this checkbox indicates that you agree with the associated statement.
2. **Print EULA** link: clicking this link will open a new window containing a printable version of the EULA. A *Print* window will also open.
3. **Continue** button: opens the **DC-SLR** home page.
4. **Cancel and return to Log in** link: returns you to the *Login* page.

Error Messages

Please agree to the End User License Agreement.	The user must check the box in order to proceed.
---	--

Changing Your Password

Your password will be effective for 45 days. When you log in and 45 days have passed since you created the previous password, a *Reset Password* page will appear. You may change your password on this page.

1. After 45 days, the *Reset Password* page displays:
 - a. **New Password** text field: enter a new password.
 - b. **Confirm New Password** text field: enter the password again.
 - c. **Save** button: selecting this button saves your new password.
 - d. **Cancel** button: clears entries made into the two text fields above, and no change is made to your password.

2. Voluntary Password Change:

To change your password before the 45 days have passed, select the **My Account** link in the top right-hand corner of the DC-SLR *Home* page. In addition to changing your password, you may also update contact information or change your Challenge Question or answer on this page.

The *My Account* page displays the following:

- a. **User ID** text field: displays your current User ID and allows you to change it.
- b. **Password** link: select the **Click Here to Change** link to open the *Change Password* page.
 1. **Current Password** text field: enter your current password in this field.
 2. **New Password** text field: enter a new password.
 3. **Confirm New Password** text field: enter the new password to confirm it in this field.
 4. **Change Password** button: click this to change the password and open the *My Account* page.
 5. **Cancel and return to My Account** link: opens the *My Account* page without making a change.
- c. **Select a Challenge Question** pull-down menu: select a new Challenge Question.
- d. **Your Answer to the Challenge Question** text field: if you select a new Challenge Question, enter a new answer to the Question.
- e. **Phone** text field: displays your current phone number and allows you to change it.

- f. **Email Address** text field: displays your current email address and allows you to change it.
- g. **Save My Account** button: saves any updated information you entered on this page.
- h. **Cancel and lose My Account changes** link: clears the information you have entered.

My Account

Make changes to your account below.

Changing the contact information here does not change the contact information set up under the About You page or the contact information provided to CMS in the registration process. SLR generated messages will be sent to all email accounts recorded for this provider.

User ID

Password [Click Here to Change](#)

Select a Challenge Question

Your Answer to the Challenge Question

Phone

E-mail address
[name@domain.com](#)

[Cancel and lose My Account changes](#)

Error Messages

The password section will have similar error messages as the Account Creation pages to enforce password standards.

Invalid Password. Please try again.	The system will verify the password.
There was an error saving your password. Please contact the Help Desk at 866-879-0109	When changing a password, some errors will need to provider to contact the Help Desk. This will generally be account lockouts.
You cannot use a password that you have already used in the past.	SLR will saves all passwords, and an older password cannot be used.
The Confirm New Password must	The page will not submit the

match the Password entry.	Confirm Password field duplicates the password.
Password must have a minimum of 8 characters and a maximum of 20. Your password must include at least 1 upper and 1 lower case letter, 1 number, 1 special character (the 'at' symbol '@' ; pound '#' ; exclamation '!'), not your login name and not an old password.	The user must select a password that fulfills all the requirements.
Invalid phone format is displayed.	The indicated phone format must be followed.
Please enter a valid Email address.	The email address must be valid.

Navigating SLR

Hard and Soft Stops

Certain fields are required to be populated, like the **Professional License Number** field on the *Step 1. About You* page. Other fields are both required to be populated and checked against another system to ensure they are correct, such as the **EHR Certification Number** field on the *EHR Certification* page. The District's Medicaid specialists have decided whether required fields are hard or soft stops.

- **Hard Stop:** the system will not allow the user to proceed to the next step without populating the field, and having it validated correctly if necessary. The information on the page cannot be saved until the field is populated correctly.
- **Soft Stop:** the user may proceed and enter other information in the system, though the field is still required and must be completed before the user can proceed to *Step 4*. A warning message will be displayed on the page and an icon will be visible in the Navigation Menu. At *Step 4*, the Attestation Agreement is produced, and at this point all required fields must be completed before it can be generated.

Save and Continue

SLR pages that require data entry have a **Save & Continue** button

. When this is selected, measures entered onto certain pages are validated. For example, the **Total Medicaid Encounters** entry must be 30% of the **Total Encounters** entry on the *Confirm Medicaid Eligibility* page.

Total Encounters * 
Please enter your total patient encounters for the selected reporting period.

Total Medicaid Encounters * 
Please enter your total Medicaid Patient Encounters for the selected reporting period.

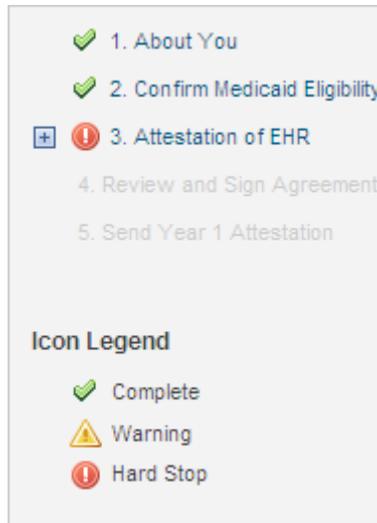
Only the **Save & Continue** button will validate that the information in required fields is correct and save the results to the database. Using any other kind of navigation – the **Back** button  on your browser or links in the *Navigation Menu*, for example – will abandon the page and the entries will not be saved.

Navigation Bar

In DC-SLR, moving through the site is assisted by the use of a *Navigation Menu* on DC-SLR pages, though it does not appear on the *Home* page. Only links to pages that are available to be accessed will be active in the *Navigation Menu*. Inactive links appear light gray in color, while active links are blue.

Icons appear next to the page links that indicate the status of each page and section in DC-SLR – whether it is complete () , has generated an error notice () , or a required field or task was left undone (). Click the expand icon to  view all the submenu items. Click the collapse icon  to hide the submenu items.

If the user elects to attest to the Meaningful Use (MU) of their EHR Technology solution, MU Objective and CQM (Clinical Quality Measure) links will appear in the *Navigation Menu*. If the user attests to the Adoption, Implementation, or Upgrade (AIU) of the EHR Technology solution, the *AIU Method* and *EHR Certification* page links will appear.



In the example above, the provider has completed Steps 1 and 2 and is now at Step 3. A required field has not been completed. A hard stop will prevent the page from being saved.

Applying for the Incentive as an Eligible Professional (EP)

After you log in as an Eligible Professional (EP) user and accept the EULA, the EP *Home* page will open. The home page serves as a dashboard and navigation tool for the DC-SLR application.

Home Page

The DC-SLR *Home* page for EPs displays the following:

1. DC-SLR Banner section. Located at the top of the page, the banner displays the following items that are visible on every page of the DC-SLR application:
 - a. The District's logo.
 - b. **State Level Registry**: the name of the application.
 - c. **My Account** link: opens the *My Account* page.
 - d. **Help** link: displays a PDF copy of this User Manual.

- e. **Contact Us** link: a pop-up page displaying contact information, including the Xerox Help Desk phone number and email address.
 - f. **Logout** link: allows you to log out of the DC-SLR Web application.
 - g. **Filing as Individual Eligible Professional** message: designates your Provider Type.
 - h. Practice Name display field: displays your name or the name of your practice.
 - i. Practice Street Address display field: your practice's street address.
 - j. Practice City, State and Zip Code display fields: the City, State and Zip Code of your practice.
 - k. **Affiliated with Group Practice Name** display field: If you are affiliated with a Group practice, your Group's name will appear.
 - l. **Last Updated**: display field: displays the last person who updated your account and the date it was updated.
2. *Next Steps* section. Located to the left of the page, the *Next Steps* section displays messages:
- a. **Begin/Continue/Complete your Year X submission!** message: displays the year of attestation you are currently completing.
 - b. **Section link**: communicates the next page in the process that must be completed.
 - c. CMS Message display field: this will display "Data has/has not been received from the CMS Medicaid EHR Incentive Program Registration site", which indicates whether the DC-SLR application has received data from the CMS.
 - i. **View CMS Medicaid EHR Incentive Program Registration Data** link: opens a pop-up window that displays your CMS record.

CMS Medicaid EHR Incentive Program Registration Record



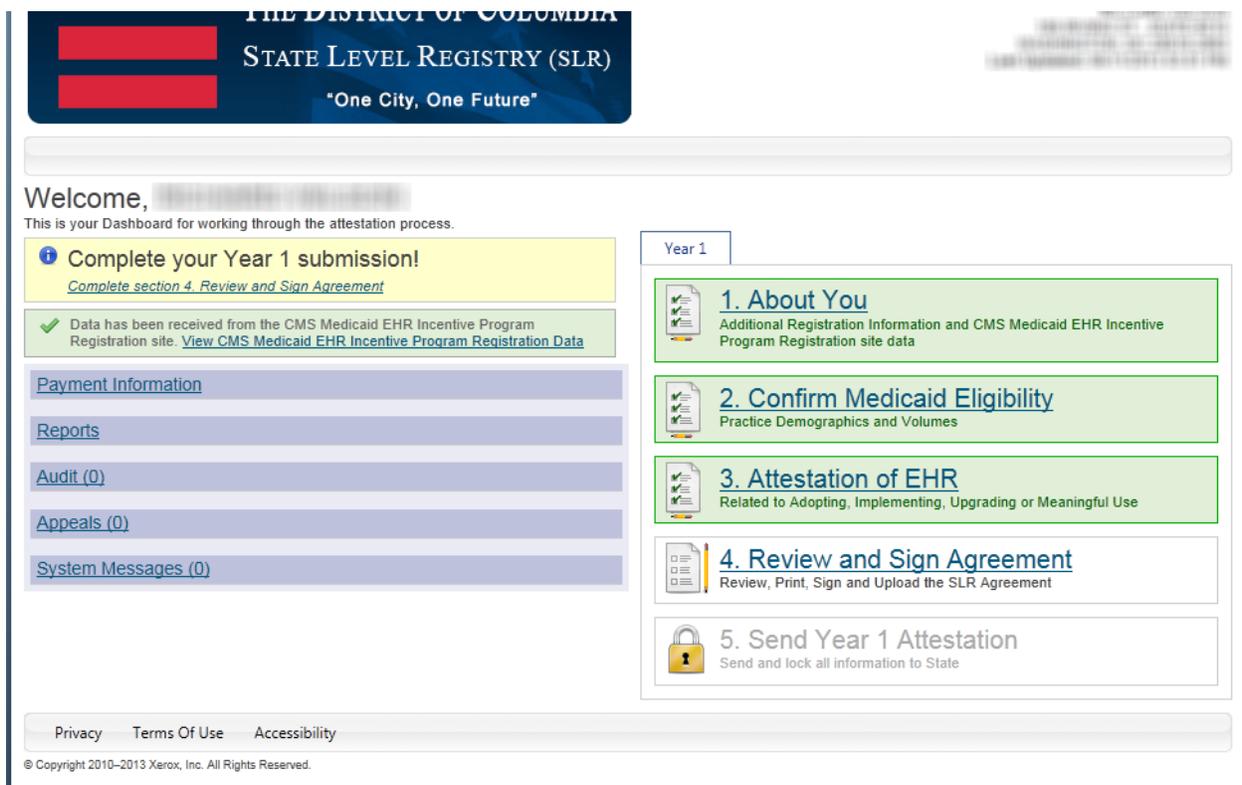
The data on this screen was provided by the CMS Medicaid EHR Incentive Program Registration site and contains the information that you provided to the CMS Medicaid EHR Incentive Program Registration. If any of the information displayed is incorrect, please update your registration information in the CMS Medicaid EHR Incentive Program Registration site. Updates to the CMS Medicaid EHR Incentive Program Registration data may take two to three days before they can be viewed here.

General Information	Last Updated
First Name Middle Name Last Name Suffix Address Line 1 Address Line 2 City State Zip Phone Number Phone Extension E-Mail Address	Date 9/2/2011
	IDs
	Personal NPI Personal TIN Personal TIN Type Payee NPI Payee TIN Payee TIN Type EN Confirmation Number EHR Cert ID 30000002GKUREAA
Exclusions	Program
Federal Exclusions No Federal Exclusions State Rejection Reasons	Participation Year 1 Program Option MEDICAID State MS State ID MS Provider Type Nurse_Practitioner Provider Specialty

3. *Payment Information* section: located on the left of the home page, the *Payment* section will display the following item on the *Home* page:
 - a. **How your payment is calculated** message: opens a pop-up window that shows your payment for the current year. This will appear after you enter information in the Confirm Medicaid Eligibility section.
4. *Reports* section: Located on the left of the home page, the *Reports* section displays the following items when selected:
 - a. **Reports** message. you will see the following message when you don't have any data in the system to run a report on: "Reports will be available once your information is saved."
 - b. Report Titles: the titles of available reports will appear here. For example, the **Registration and Attestation Summary Report** link will appear after you have saved at least some information in the DC-SLR Web application. Clicking this link opens a pop-up window displaying the report in PDF format.
5. *Messages* section. Located to the left side of the home page, the *Messages* section displays the following items:
 - a. *Audit* section: provides access to Audit messages.
 - i. # display field: indicates the number of unread messages that you have.
 - b. *Appeals* section: provides access to Appeals messages.
 - i. # display field: indicates the number of unread messages that you have.

- c. *System Messages* section: provides access to System messages.
 - i. **#** display field: indicates the number of unread messages that you have.
 - d. Individual messages. Clicking on one of the individual message links will reveal a message.
 - i. The first line indicates the window title.
 - ii. **Subject** display field: the topic of the message.
 - iii. **Date Received** display field: the date the message was sent.
 - iv. **From** display field: the sender of the message.
 - v. Message Text section: the message text.
6. *Workflow* section (Detailed further below): located to the right of the page, the *Workflow* section displays the following items that are visible on the home page:
- a. **Year [x]** tabs: each tab represents a year in which you have completed an attestation. The most current year's tab will always be the one visible when you log in. Click other tabs to view a previous year's information.
 - b. Sections: each section has a Status icon () that indicates whether each page has been started, whether the page has been completed, or whether it is still locked. A locked page cannot be accessed until the previous pages have been completed. Each section will also have a description. The title of each section provides a link to that section.
 - i. **About You.**
 - ii. **Confirm Medicaid Eligibility.**
 - iii. **Attestation of EHR.** This link will not be active until you've already completed your registration and eligibility.
 - iv. **Review and Sign Agreement.** This link will not be active until you have completed the Attestation of EHR section.
 - v. **Send Year {X} Attestation.** This link will not be active until you've reviewed, signed and uploaded your signed attestation agreement. Once you submit the attestation, all of the other sections will be locked for editing and will display your information as view-only.

7. Footer section - Located at the bottom of the page, the footer displays the following items:
 - a. **Privacy** link: clicking this link opens a new window with a Privacy Statement displayed.
 - b. **Terms of Use** link: clicking this link opens a new window with a Legal Statement displayed.
 - c. **Accessibility** link: clicking this link opens a new window with the website's Accessibility policy displayed.
 - d. **Xerox Copyright.** This is Xerox's copyright symbol and text.



Workflow Section Details

This section describes in more detail the specific steps to take when applying for the Provider Incentive. This begins with Step 1, the *About You* section, where you will enter your registration and contact information.

Step 1: About You Section

Clicking the **About You** link on the EP Home page directs you to the *1. About You* page, allowing you to enter your registration information.

The *About You* page displays the following:

1. **< Back to Dashboard** link: returns you to the *Home* page.
2. **Print Registration Information** link: opens a PDF that contains contact information, filing information, and license information.
3. *CMS Medicaid EHR Incentive Program Registration Record* section

Please note that it may take up to three days for the DC-SLR to receive data from CMS.

- a. “Data has not been received from the CMS Medicaid EHR Incentive Program Registration site.” message: this message appears if your data has not been received by the DC-SLR.
 - b. “Data has been received from the CMS Medicaid EHR Incentive Program Registration site.” message: this message appears if the DC-SLR has received your CMS data.
 - c. **View CMS Medicaid EHR Incentive Program Registration Data** link: this link is visible if your CMS data has been received. Clicking the link opens a pop-up window that displays the CMS data. If you need to make a change to your CMS data, you must make updates on the CMS site. You cannot make changes to your CMS data through DC-SLR, and it takes between two and three days for changes at the CMS level to be applied to DC-SLR.
 - d. **Visit CMS website** link: opens the CMS website. The link is visible whether or not your data has been received.
4. *Attestations* section
 - a. **I attest...** checkbox: you must to agree to one of the three statements in order to be eligible to continue. Your agreement is confirmed by clicking the checkbox next to this statement.
 - b. **Why is this important** link: opens a pop-up window explaining why you need to agree to this qualification.

Attestations

- * I attest that I DO NOT perform 90% or more of my Medicaid services in an inpatient hospital (Place of Service 21) or emergency room (Place of Service 23) setting or I practice predominantly in an FQHC and am not subject to the 90% requirement. [Why is this important?](#)
- I attest that I am a pediatrician and am eligible for a reduced incentive payment if I achieve 20% Medicaid eligibility.
- I attest that I am a Physician Assistant that practices predominantly in a PA led FQHC or RHC.

5. License Information section

- a. **District of Columbia Medicaid #** text field: enter the Medicaid ID number issued by the district's Department of Health Care Finance..
- b. **Professional License Number** text field: enter the professional license number assigned by your Licensing Board. (6-9 characters are allowed.)
- c. **Licensing Board Name** pull-down menu: select the name of your Licensing Board from [DC Board of Medicine](#), [DC Board of Nursing](#), or [DC Board of Dentistry](#).
- d. **Taxonomy** text field: enter your Taxonomy Number.
- e. **Medicaid MCO** pick list: select all Department of Health Care Finance Managed Care Plans in which you participate. To select multiple plans, hold down the **CTRL** key and select the plans in the list.
- f. **Regional Extension Center (REC) Affiliation** pull-down menu: if you are affiliated with the REC, select [DC Primary Care Association \(eHealth DC\)](#) from this list.
- g. **Payee Medicaid ID** pull-down menu: some providers will have a Payee, generally their practice, that is associated with more than one Medicaid ID. Select the correct one from this menu if there is more than one to choose from.

License Information

✔ Your License Information is complete.

District of Columbia Medicaid # * 010017400 ✔

Professional License Number * MD11903 ✔

Licensing Board Name * DC Board of Medicine ▾ ✔

Medicaid MCO
Medstar Family Choice
Thrive Health Plan, Inc.
United Healthcare
If you participate in Medicaid Managed Care Plans, please select all applicable plans. Hold down the Ctrl key to select multiple plans. ✔

Regional Extension Center (REC) Affiliation None ▾ ✔

Payee Medicaid ID * 010017400 ▾ ✔
If your designated payee has more than one Medicaid ID, you must select the ID to receive payment.

6. **Contact Person** This section allows you to enter an additional contact besides the one listed as the Eligible Professional.
 - i. **Contact Person Name** text field: enter the name of the contact.
 - ii. **Title** text field: enter the title of the individual.
 - iii. **Phone Number** text field: enter the phone number as ten digits, with no spaces, dashes, or parentheses.
 - iv. **Email Address** text field: enter the contact's email address. Initially this defaults to the address that was entered when the User Account was first created on the CMS Medicaid EHR Incentive Program Registration site.

Contact Person

Changing the contact information here does not change the contact information set up under the My Account page or the contact information provided to CMS in the registration process. SLR generated messages will be sent to all email accounts recorded for this provider.

Your Contact Information is complete.

Contact Person Name *

Title

Phone Number
Enter phone number without dashes.

Email Address *
name@domain.com

7. **Attach Documentation** section: allows you to add a Board Certification file, though this is optional.
8. **Save & Continue** button: saves the information you entered. If you have left a required field blank or entered information incorrectly, an error message will appear. Once all required fields are completed, this section will be marked as complete. The 2. *Confirm Medicaid Eligibility* page will open.
9. **Cancel and lose About You changes** link: clears the page of any information you have just entered and returns you to the *Home* page.

After completing this information, you may proceed to your eligibility information by selecting the **Save & Continue** button. The status icon on your home page will change to indicate that your registration section is complete. The green background of the first section and the icon indicate that this section has been completed.

Year 1

- 
1. About You
 Additional Registration Information and CMS Medicaid EHR Incentive Program Registration site data
- 
2. Confirm Medicaid Eligibility
 Practice Demographics and Volumes
- 
3. Attestation of EHR
 Related to Adopting, Implementing, Upgrading or Meaningful Use
- 
4. Review and Sign Agreement
 Review, Print, Sign and Upload the SLR Agreement
- 
5. Send Year 1 Attestation
 Send and lock all information to State

Error Messages

1) Enter Professional License Number = 123456	The entry must be alphanumeric characters only.
Required Field	Professional License Number and Licensing Board Name fields are required.
To proceed, please select the checkbox to agree with the statement. Providers that do not meet this minimum criteria are not eligible to participate in the program.	This is a required field and a requirement of the EHR Incentive program.
You must make a Physician Assistant attestation selection.	Failure to make a selection will engage a Soft Stop. The page is saved, but the user must return at some point and make a selection.

<p>The Medicaid ID number entered does not match the Medicaid ID number on file for DC Medicaid. You may submit your attestation. However, additional review may be required to confirm your program eligibility.</p>	<p>A check is made against the Provider Master File provided by the DC Medicaid program. If the Medicaid number entered in the field does not match the number provided by DC, a soft stop occurs.</p>
<p>The Professional License Number entered does not match the professional license number on file for DC Medicaid. You may submit your attestation. However, additional review may be required to confirm your program eligibility.</p>	<p>This will cause a Soft Stop.</p>
<p>Your enrollment status with DC Department of Health Care Finance is Inactive. You may not continue with your application. Please contact the help desk at (866) 879-0109, select option 0 for assistance</p>	<p>This will cause a Hard Stop, and a Hard Stop icon will appear in the left navigation bar.</p>
<p>Your status with DC Department of Health Care Finance is Deceased. You may not continue with the application process as providers with this status are not eligible to participate in the EHR Incentive Program. Please contact the help desk at (866) 879-0109, selection option 0 to correct this error.</p>	<p>This will cause a Hard Stop, and a Hard Stop icon will appear in the left navigation bar. The SLR Help Desk will have to work with the District to assign the correct code in their system.</p>
<p>Your enrollment status with the DC Department of Health Care Finance is Temporarily Suspended. You may not continue with your application. Please contact the help desk at (866) 879-0109, select option 0 for assistance.</p>	<p>This is a Hard Stop.</p>
<p>Your status with DC Department of</p>	<p>This will cause a Hard Stop, and a</p>

<p>Health Care Finance is Permanently Suspended. You may not continue with the application process as providers with this status are not eligible to participate in the EHR Incentive Program. If you believe this is in error, please contact {State Medicaid Agency}.</p>	<p>Hard Stop icon will appear in the left navigation bar.</p>
<p>CMS has reported a federal exclusion for your NPI indicating that you are not eligible to receive federal funds. You may not continue with your attestation and no incentive funds will be paid.</p>	<p>This will cause a Hard Stop, and a Hard Stop icon will appear in the left navigation bar.</p>
<p>CMS has reported that a state has reported exclusion data for the EHR Incentive Program for your NPI. You may submit your attestation. However, additional review may be required to confirm your program eligibility.</p>	<p>This will cause a Soft Stop to occur, and a Soft Stop icon to appear in the Navigation Bar. The page is saved and the user is advanced to Step 2. Confirm Medicaid Eligibility.</p>

Step 2: Confirm Medicaid Eligibility

Clicking the **Confirm Eligibility** link on the EP *Home* page opens the *Confirm Medicaid Eligibility* page, which allows you to enter specific practice and patient volume information. This information is then used in the calculation that determines your Medicaid eligibility for the Provider Incentive program.

The *Confirm Medicaid Eligibility* page displays the following:

1. **< Back to Dashboard** link: clicking this link will return you to the *Home* page.
2. **Print Registration Attestation** link: opens a PDF document that contains all the information captured by DC-SLR so far in the process.
3. *Group Practice Eligibility* section. This section will appear only if you have been added to a Group. Group members have a single point of contact for the DC-SLR process, and have their Eligibility information added by a Group Administrator rather than entering it themselves.

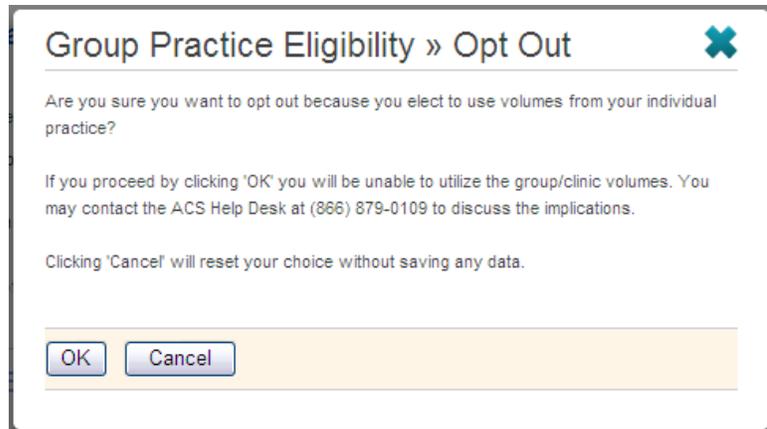
Group Practice Eligibility

I wish to change my Group Association

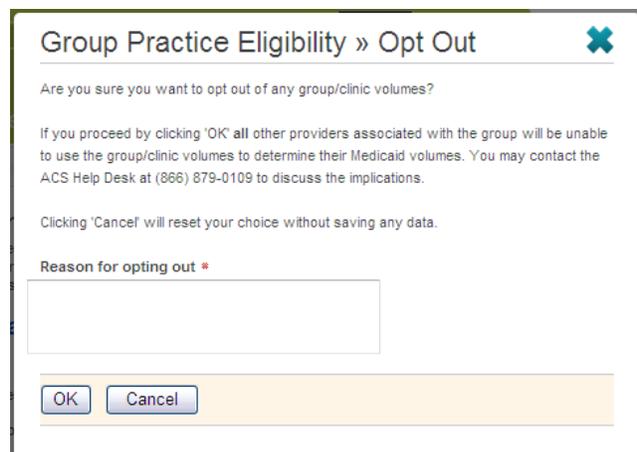
Do you want to use group practice eligibility information? [more info...](#) Yes No

I practice in more than one group/clinic and I am electing to use volumes from group.

- a. **I wish to change my Group Association** checkbox: this allows you to select a different Group if you belong to more than one Group. Once you select a Group, that Group's eligibility numbers will populate this page. Select this checkbox and then select a different Group from the pull-down menu below to change your Group affiliation.
- b. **Do you want to use Group practice eligibility information?** radio buttons: select the **Yes** radio button to use the eligibility numbers of your Group or practice. Select the **No** radio button to use only your own patient encounter numbers.
- c. **More info** link: opens a pop-up explaining how Groups work in DC-SLR. The most important thing to remember is this: CMS rules dictate that all professionals within a Group or clinic must use the same methodology for determining Medicaid eligibility. If you elect to opt out of using the Group volumes, all other professionals within your Group will be unable to use the Group volumes to determine their eligibility. All providers associated with that Group will have to use individual volumes.
- d. **I practice in more than one Group/clinic and I am electing to use volumes from Group** pull-down menu: After clicking the checkbox, select the Group you wish to be associated with.
- e. **I practice in both a group/clinic and my own practice...** radio button: this field appears if the **No** radio button in the **Group Practice Eligibility Information** field is selected. Users select this button to use patient volumes in their own practice rather than the group to which they are affiliated. Clicking this radio button opens the *Group Practice Eligibility >> Opt Out* window.



- f. **I am opting out of using any group/clinic volumes and am electing to use my individual patient volumes...** radio button: this field appears if the **No** radio button in the **Group Practice Eligibility Information** field is selected. Users select this button to use their patient volumes with the group practice rather than the patient numbers of the group to which they are affiliated. This will generally happen if overall the group does not qualify for an EHR Incentive payment by achieving the necessary 30%. But one or two members of the group may still qualify using their own volume. Clicking this radio button opens the *Group Practice Eligibility >> Opt Out* window.
1. **Reason for Opting Out** field: this time the window contains this field. Enter the reason you have decided not to use the group volume and then click the **OK** button.



4. *Practice Eligibility Details* section

- a. **Enter Representative Period** pull-down menu: at this time, DC has two options: a **90-day period in a previous calendar year**, or

a **90-day period in the 12 months preceding the attestation.** Once the selection is made, **Start** and **End Date** fields will appear.

- b. **Year [x] Start Date** date field: enter the date of the first day of your representative period. The system will automatically display the end date based on the entry made here.
- c. **Year [x] End Date** date field: The system will automatically display an end date that corresponds to the period selected from the above menu.

Note: the Representative Period requires that you enter the first date of the month.

- 1. **Calendar icon:** Clicking this icon  opens a Calendar Utility from which you can click on a date to select it.
- g. **Total Encounters** text field: enter your total encounters for the period you noted above.
- h. **Total Medicaid Encounters** text field: enter your total Medicaid encounters for the period.

Enter Representative Period *  

Year 1 Start Date *  

Year 1 End Date *  

Total Encounters * 

Please enter your total patient encounters for the selected reporting period.

Total Medicaid Encounters * 

Please enter your total Medicaid Patient Encounters for the selected reporting period.

- i. **Do you have Medicaid Patients from more than one State?** radio buttons: identify whether or not you practice in more than one State, District, or Territory. When you select the **Yes** radio button, you must answer the question “Do you want your volumes for all states to be used to determine eligibility?”
 - 1. **Do you want your volumes for all states to be used to determine eligibility?** radio buttons: identify whether or not you want to use the other states’ volumes to determine your eligibility. If you chose the **Yes** radio button, the *Add a State* component will appear.
 - 2. Select the **Add a State**  button to add another row to the table

- a. **State** pull-down column: select a State (or District) to enter the encounter information for that State.
- b. **Total Encounters** column: enter the encounters for the State and selected time period.
- c. **Total Medicaid Encounters** column
- d. **Total Panel Members** column
- e. **Total Medicaid Panel Members** column
- f. **Insert** link: adds the numbers to the multi-State table.
- g. **Cancel** link: cancels the operation.
- h. **Remove** link. This will remove the associated row.

Select the **Add a State**  button to add another row to the table.

- j. **Do you practice predominately in a Federally Qualified...** radio buttons: select the **FQHC** or **RHC** radio buttons if you practice more than 50% of the time in one of these types of health center. This field is required for Physician's Assistants, who must practice in a FQHC or RHC.
 - i. **FQHC** radio button: Federally Qualified Health Center.
 - ii. **FQHC Look Alike** radio button: Rural Health Clinic.
 - iii. **None** radio button
 - iv. If you select any option besides **None**, a **My Other Needy Individuals Patient Encounters** text field will appear. Enter your patient encounters for the medically needy patients you serve.

Note: These patients include CHIP enrollees, patients given uncompensated care by the provider, or those given care on a sliding scale for the selected reporting period.
 - v. **More info...** link: opens a pop-up window that explains what CMS considers medically needy patients.
- k. **Eligibility Formula 1** section: select this formula for your eligibility calculation to use total patient encounters and total Medicaid encounters as well as the medically needy patient encounters (if applicable) to calculate your result.

- i. **Use this formula** radio button: indicates you are using this formula.
- ii. **Calculate** button: calculates the results of Eligibility Formula 1. If the numbers qualify, a message will be displayed below the section.

Do you have Medicaid Patients *
from more than one State? * Yes * No

Do you practice predominately *
in a Federally Qualified Health
Care Center (FQHC), FQHC
Look-alike, Rural Health Center
(RHC), or Indian Health
Services (IHS)/Memorandum of
Agreement (MOA) or 1204(a)
Clinic? * FQHC * RHC * None

Eligibility Formula 1*

32.00%

Calculate 

Use this formula

*(Total Medicaid Encounters/Total Encounters
or, if predominant practice is selected, then
Other Needy Individuals Patient Encounters +
Medicaid Encounters/ Total Patient Encounters)*

Meets Eligibility Requirements?

Yes!

- s. **Meets Medicaid Eligibility Requirements?** section: messages will instruct you about whether you have met the requirements for eligibility.
 - i. **Yes:** displays if the result of the formula you selected meets the following criteria:
 - $\geq 20\%$ for Pediatricians
 - $\geq 30\%$ for all other Provider Types
 - ii. **No- you may wish to adjust your reporting period:** displays if the result of the formula you selected does not meet the criteria listed above.
- t. **Attach Documentation section:** a De-identified Summary + Detail Provider Report for the 90 day period is required and must be attached using this tool. The report must document the 90 day period entered in the SLR and show both the summary amounts of your encounters (Total, Medicaid and Medically Needy Individuals (as applicable)) and the supporting detail of those summary amounts. Please ensure that no Protected Health Information (PHI) is included in the report. If PHI is found, your submission will be returned to you to de-identify the report and resubmit your attestation.

- u. **Save & Continue** button: saves the information you have just entered. If you have left a required field blank or entered information incorrectly, you will receive an error message. If you do not meet the requirements, you will not be able to proceed.
- v. **Cancel and lose Medicaid Eligibility changes** link: clears the page of any information you have just entered and opens the *Home* page.



Once the *About You* and *Eligibility* pages are successfully saved, the system will move to **Step 3: Attestation of EHR**. The status icon on your home page will change to indicate that your eligibility information is complete.

Error Messages

Your Total Encounters does not match the sum of your Total State Encounters.	If the provider has encounters in more than one state, the total encounters is summed from the entries in the Multiple Encounters section. This serves as a double check for the encounters.
Eligibility Formula 1 displays [x]%	If the provider's Medicaid encounters do not account for more than 30% of the encounter, the provider does not qualify for an EHR Incentive payment.
You may wish to adjust your representative period. To qualify, Eligible Professionals (EPs) must achieve at least 30% Medicaid patient volumes, though Pediatricians who achieve a 20% volume may qualify to receive a reduced incentive payment amount. However Pediatricians who practice predominantly in FQHC/RHC must achieve at least 30%.	The provider must use encounters that took place during a specified period. If the numbers for a different period have a larger proportion of Medicaid patients, then adjust the dates and use the numbers from that period.
You do not meet the patient volume	This is a Hard Stop.

requirements for the selected 90-day period. You may choose a different 90-day period that meets the requirements.	
Please attach your supporting document. Please attach your required documentation.	This is a Hard Stop – a document must be attached, and it must have the subject that has been required by the District.
CMS has reported a federal exclusion for your NPI indicating that you are not eligible to receive federal funds. You may not continue with your attestation and no incentive funds will be paid.	This is a Hard Stop.
CMS has reported that a state has reported exclusion data for the EHR Incentive Program for your NPI. You may submit your attestation. However, additional review may be required to confirm your program eligibility.	This is a Soft Stop. The provider may continue to work on the Attestation, but will have to resolve this with the District before Payment can be approved. The page is saved and the provider is advanced to Step 3. Attestation of EHR.

Step 3: Attestation of EHR Details

EPs may either attest that they have adopted, implemented, or upgraded EHR software, or that they are actively using it in meaningful ways. AIU may only be selected in the first year and it is a much easier attestation. Clicking the **Attestation of EHR** link on the EP *Home* page directs you to the 3. *Attestation of EHR* page. This lets you select Adopt, Implement, Upgrade (AIU) or Meaningful Use (MU) for your Attestation Type. Once you have selected the Attestation Type, you will then be able to upload documents related to your EHR Software, enter its certification number, and enter other information.

3: Attestation of EHR. The first step of completing this section is to choose the type of attestation. You will be able to access this section once you complete the *About You* and *Confirm Medicaid Eligibility* pages. This page displays the following:

1. **Attest to Adopt, Implement, Upgrade** button: opens the AIU workflow. This option is available only in your first year of participating. This section contains three pages: the *AIU Method* page and the *EHR Certification* page in addition to the *Attestation of EHR* page.
2. **More info** link: opens the Attestation of AIU information pop-up.
3. **Attest to Meaningful Use** button: opens the MU workflow. This section contains four to five different sections depending on your selections. Each of these sections contains three to 38 pages, though not all are required.

3. Attestation of EHR

Select this option to attest to your Adoption, Implementation or Upgrade of certified EHR technology. AIU is available for your first year of participation only, and does not require entering data for a specific reporting period.

Select this option to attest to demonstrating Meaningful Use of certified EHR technology by:

1. Use of certified EHR technology in a meaningful manner, such as e-prescribing;
2. That the certified EHR technology is connected in a manner that provides for the electronic exchange of health information to improved the quality of care; and
3. Using certified EHR technology to submit information on clinical quality measures and other such measures of Meaningful Use

[more info...](#)

Note: if the user has already completed their first year, they must enter MU data and will receive the following message.

Attest To Meaningful Use

Eligible Professionals attesting to Meaningful Use for the first time, need to report Meaningful Use for a 90-day period in the current payment (calendar) year. In this case, the earliest date an Eligible Professional can submit an attestation for Meaningful Use for calendar year 2012 is April 1, 2012. Please return to the site on April 1, 2012 to complete your Meaningful Use attestation.

OK

AIU Method Page

Once the **Attest to Adopt, Implement, Upgrade** button is selected, two new navigation options appear in the Navigation Menu: *AIU Method* and *EHR Certification*. The *AIU Method* page is opened.

This page allows you to choose the method of your AIU attestation and provide any supporting details for that choice.

1. **More info** link: opens a PDF document titled “Attestation of AIU” that explains how documentation would be attached for the selected attestation method.
2. **AIU Method** pull-down menu: select [Adopt](#), [Implement](#), or [Upgrade](#) from the menu that best describes your EHR Technology use.
3. **more info** link: opens a pop-up window explaining the type of documentation that needs to be attached for the selected attestation method.
4. **Please describe briefly how you meet...** text area: allows you to describe how you meet the criteria for the AIU method selected.
5. *Attach Documentation* section: DC requires a fully executed contract or a fully executed agreement with an EHR Vendor be attached to the page. An invoice, receipt, or service agreement may also be added.
6. **Save & Continue** button: selecting this will open the *EHR Certification* page after DC-SLR ensures that all fields on this page are populated.

Error Messages

<p>CMS has reported a federal exclusion for your NPI indicating that you are not eligible to receive federal funds. You may not continue with your attestation and no incentive funds will be paid.</p>	<p>This is a Hard Stop error and must be cleared by the District..</p>
<p>CMS has reported that a state has reported exclusion data for the EHR Incentive Program for your NPI. You may submit your attestation. However, additional review may be required to confirm your program eligibility.</p>	<p>This is a Soft Stop. The provider may continue to work on the Attestation, but will have to resolve this with the District before Payment can be approved. The page is saved and the provider is advanced to Step 3. Attestation of EHR.</p>

EHR Certification Page

This page allows you to identify your EHR Technology and attach supporting documentation. It appears for both AIU and MU

1. **Understanding** checkbox: signifies that you agree with the statement of understanding next to the checkbox. When you check this box, additional fields display. If you do not check this box, the system will not allow you to continue.
 - a. "I understand that it is my responsibility, as the provider, to ensure..." This is a statement of understanding as to your responsibility to demonstrate that your EHR technology is certified through the ONC. When you check the box before this statement, you will be required to complete the other field on the page. If you do not check the box before this statement, the system will not allow you to continue.

EHR Certification

Providers must provide information demonstrating that their EHR technology is certified through the Office of the National Coordinator (ONC). The ONC Certified HIT Product List (CHPL) contains the list of all certified EHR technology products and is used by the providers to generate the unique EHR Certification ID that represents the system or combination of modules that is capable of meeting Meaningful Use. The State is required to validate the verification of the Certified EHR information before making any payment to providers.

It is the provider's responsibility to generate an EHR Certification ID that accurately reflects the complete EHR or combination of modules representing a complete EHR used by the provider before attesting to the State. Failure to do so could result in a false negative result that may disqualify the provider from receiving payment.

To proceed, please indicate your understanding of this responsibility by agreeing to the following statement: [more info...](#)

I understand that it is my responsibility, as the provider, to ensure that my certified EHR technology code is listed on the [ONC public web service](#) before submitting my attestation to the State. I understand that failing to ensure my code is listed may result in a false negative result that may disqualify me from receiving payment.

Your EHR Certification Information

EHR Certification Number

- 1) Go to the ONC website: <http://onc-chpl.force.com/ehrcert>
- 2) Search for your product(s) and add each to the shopping cart by clicking "Add to Cart"
- 3) When you have added all product(s) to your shopping cart, click the "View Cart" link
- 4) Click "Get CMS EHR Certification ID"
- 5) Your CMS EHR Certification ID will be displayed on the screen. This is the number you will need to enter above as a part of your attestation.

NOTE: ONC does not allow you to mix inpatient products and Ambulatory products together to represent a complete EHR solution. Additionally, if the product(s) you add to your shopping cart do not represent a complete EHR solution capable of achieving meaningful use criteria, you will not be able to click "Get CMS EHR Certification ID" in step 4.

- b. **ONC public web service** link: opens the Office of the National Coordinator for Health Information Technology's *Certified Health IT Product List* site.
2. The *Your EHR Certification Information* section. When you select the EHR Certification option in the *Navigation Menu* and are a member of a Group, the **CMS EHR Certification ID** field may already be

populated, containing a certification number entered by your Group's contact. Otherwise you will have to enter the correct number.

3. This section also includes instructions to access the ONC website, find software, and retrieve an EHR Certification Number (<http://onc-chpl.force.com/ehrcert>). Once this number is entered into the **EHR Certification Number** field and the **Save & Continue** button is clicked, DC-SLR will validate that the number represents approved software.
4. *Attach Documentation* section: DC suggests that an ONC CHPL screen print be attached to the page but it is not required for individual eligible professionals to pass this Step.



The Certified HIT Product List (CHPL) provides the authoritative, comprehensive listing of Complete EHRs and EHR Modules that have been tested and certified under the Temporary Certification Program maintained by the Office of the National Coordinator for Health IT (ONC). Each Complete EHR and EHR Module listed below has been certified by an ONC-Authorized Testing and Certification Body (ONC-ATCB) and reported to ONC. Only the product versions that are included on the CHPL are certified under the ONC Temporary Certification Program.

Beginning June 26, 2012:

Eligible professionals (EPs) who practice in both ambulatory and inpatient settings using a combination of EHR technology certified for both of these settings can now generate a CMS EHR Certification ID. EPs that want to take this option should click on the "Ambulatory Practice Type" hyperlink below and then select the combination of ambulatory and inpatient EHR technology used during an EHR reporting period to demonstrate meaningful use.

Please send suggestions and comments regarding the Certified Health IT Product List (CHPL) to ONC.certification@hhs.gov, with "CHPL" in the subject line.

Vendors or developers with questions about their product's listing should contact the ONC-Authorized Testing and Certification Body (ONC-ATCB) that certified their product.

USING THE CHPL WEBSITE

To browse the CHPL and review the comprehensive listing of certified products, follow the steps outlined below:

1. Select practice type by selecting the Ambulatory or Inpatient buttons below. Keep in mind that due to "Hybrid" Certification all Inpatient products now meet Ambulatory criteria.
2. Select the "Browse" button to view the list of CHPL products.

To obtain a CMS EHR Certification ID, follow the steps outlined below:

1. Select your practice type by selecting the Ambulatory or Inpatient buttons below.
2. Search for EHR Products by browsing all products, searching by product name, number, vendor, or searching by criteria met.
3. Add product(s) to your cart to determine if your product(s) meet 100% of the required criteria.
4. Request a CMS EHR Certification ID for CMS registration or attestation from your cart page.

STEP 1: SELECT YOUR PRACTICE TYPE

Two buttons are shown: "Ambulatory Practice Type" and "Inpatient Practice Type".

5. **Save & Continue** button: saves the information you have just entered and opens the *Review and Sign Agreement* page. If you have left a required field blank or entered information incorrectly, you will receive an error message.

Once you have successfully saved the information on all pages within the AIU Attestation of EHR, the status icon on your home page will change to indicate that your Attestation of EHR section is complete, and the system will allow you move onto Step 4.

Year 1

- 
1. About You
 Additional Registration Information and CMS Medicaid EHR Incentive Program Registration site data
- 
2. Confirm Medicaid Eligibility
 Practice Demographics and Volumes
- 
3. Attestation of EHR
 Related to Adopting, Implementing, Upgrading or Meaningful Use
- 
4. Review and Sign Agreement
 Review, Print, Sign and Upload the SLR Agreement
- 
5. Send Year 1 Attestation
 Send and lock all information to State

Error Messages

<p>Certification number is not found.</p>	<p>A Hard Stop occurs and the page is not saved. The certification number of the EHR software the provider is using must be found and entered into the field.</p>
<p>Certification Number is not found. There was an error connecting to the ONC CHPL Web Service used for certification validation. Please try again.</p>	<p>A Hard Stop occurs. If the ONC service is down, the provider might want to return to the Attestation after an hour or so if repeated tries are unsuccessful.</p>
<p>The payee NPI and TIN entered does not match an enrolled provider with DC Medicaid. Please contact the help desk at (866) 879-0109, select option 0 for assistance.</p>	<p>A Hard Stop occurs.</p>

<p>CMS has reported a federal exclusion for your NPI indicating that you are not eligible to receive federal funds. You may not continue with your attestation and no incentive funds will be paid.</p>	<p>A Hard Stop occurs.</p>

Meaningful Use Section

To attest for Meaningful Use (MU), providers will enter data that has been captured by their EHR Software. A report within your EHR system should be available to help you enter the correct information in the MU fields. In the provider's second participation year, clicking the **3. Attestation of EHR** link shall open the *EHR Certification* page directly, as the user has the option to adopt, implement, or upgrade their software in the first year of participation only.

Providers may elect to enter Meaningful Use data during their first year of Attestation, but must enter MU information during each year after their first year. The first year of MU is called "Stage 1", and fields are grouped into a series of Objectives and Clinical Quality Measures. Stage 2 of the Meaningful Use program will begin in 2014 and this will require more fields to be populated and data to be captured. When providers attest for MU, they will enter the data captured by their software for a specified time period – 90 days for their first MU year, and a full year of data thereafter.

Note: Meaningful Use measures are based solely on your encounters that occurred at locations where the certified EHR solution is available. In order to qualify for the EHR Incentive payment, 80% of patients must have records in the EHR solution. Eligible Professionals who work at multiple locations but don't have certified EHR technology available at all of their locations must have 50% of their total patient encounters at locations where the EHR technology is available.

In addition to pages that capture Meaningful Use information, there are two pages that capture information that is fundamental to Meaningful Use and to Attestation for the EHR Incentive payment.

1. *EHR Certification* page. The *EHR Certification* page in the Meaningful Use section is identical to the *EHR Certification* page in the *AIU* section except that it also contains a *Supporting Documentation* section. This allows the user to attach a file if needed. Select the **Provider Understands Responsibility** checkbox to accept responsibility for finding and entering the correct EHR Certification Number into the previous page. A link to the Office of the National Coordinator for Health IT (ONC) website is provided.
2. *EHR Reporting Period* page. CMS requires that providers meet specific regulations for attesting to Meaningful Use. This page contains checkboxes and **EHR Reporting Period** fields.
 - a. **Numerator** text field: enter the number of patients with records in the certified EHR technology during the reporting period.
 - b. **Denominator** text field: enter the total number of patients during the reporting period.
 - c. **Calculate** button: at least 80% of patients must have records in the certified EHR technology. Numerator divided by denominator. Percentage is displayed on the page.

EHR Reporting Period

CMS requires that providers meet the following regulations for attesting to Meaningful Use:

- 80% of patients must have records in the certified EHR technology

Numerator * Denominator * Percentage

Numerator = number of patients with records in the certified EHR technology during this reporting period

Denominator = total number of patients during this reporting period

- d. **Add New Location** table: Eligible professionals who work at multiple locations but do not have certified EHR technology available at all locations must :
 - Have 50% of their total patient encounters at locations where certified EHR technology is available
 - Base all meaningful use measures only on encounters that occurred at locations where certified EHR technology is available

Select **Add New Location** and the default address associated with the NPI/TIN will be displayed and may be changed if required. Any new locations added will require all data to be entered. There will be no default values displayed. The **Add New Location** table displays the following:

- i. **Street** text field: enter the street.

- ii. **City** text field: enter the city.
- iii. **State** pull down list field: select a state from the available list.
- iv. **Zip** text field: enter the zip code.
- v. **Numerator** text field: enter the number of patient encounters in the denominator at the specified location during the reporting period.
- vi. **Denominator** text field: enter the number of patient encounters at the specified location during the reporting period.
- vii. **EHR Technology** pull down list: select yes if certified EHR technology was used at the specified location or no if it was not used.
- viii. **Percentage:** the sum of all numerators for locations where certified EHR technology is present divided by the sum of all denominators entered.
- ix. **Insert link:** adds the record to the Add New Location table.
- x. **Cancel link:** cancels the operation.
- xi. **Remove link:** will remove the associated row.
- xii. **Edit link:** will enable fields for modifications in an inserted row.

Select the Add New Location  button to add another row to the table.

Add New Location							
	Street Address *	City *	State *	Zip *	Numerator *	Denominator *	EHR Technology? *
Insert Cancel	<input type="text"/>	Select...					
No records found.							

Percentage of total patient encounters at locations where certified EHR technology is available: 0.00 %

- e. Select the **Meet the Additional CMS Regulations** and **Following Statements** checkboxes indicates that you agree with the associated statements.

- I agree that I meet the additional CMS regulations for attesting to Meaningful Use. I understand that the State may choose to audit my records to verify that I meet these regulations.
- I agree with the following statements:
 - The information submitted for clinical quality measures (CQMs) was generated as an output from an identified certified EHR technology.
 - The information submitted is accurate to the knowledge and belief of the EP or the person submitting on behalf of the EP, eligible hospital, or CAH.
 - The information submitted is accurate and complete for numerators, denominators, exclusions, and measures applicable to the EP, eligible hospital, or CAH.
 - The information submitted includes information on all patients to whom the measure applies.

f. For the first year, only data captured during a 90-day period is required, though a full year is required after that. The **Start Date** and **End Date** must fall within the current calendar year.

Reporting Period	AIU is First Year	MU is First Year
EP		
Year 1	- None	- 90 days (Stage 1 MU)
Year 2	- 90 days (Stage 1 MU)	- Calendar year (Stage 1 MU)
Year 3	- 90 days if Year 3 is 2014 - otherwise Calendar Year (Stage 1 MU)	- 90 days if the Year 3 is 2014, - Calendar year (Stage 1 MU) if Year 3 is 2013, - otherwise Stage 2
Year 4	- 90 days if Year 4 is 2014, - otherwise Calendar year (MU) Stage 2	- 90 days if Year 4 is 2014, - otherwise Calendar year (MU) Stage 2
Year 5	- Calendar year (MU) Stage 2	- Calendar year (MU) Stage 3 (planned)
Year 6	- Calendar year (MU) Stage 3 (planned)	- Calendar year (MU) Stage 3 (planned)

The system itself will only allow choices to the providers that are appropriate for the year and their stage in the process. **Start Date** field and **End Date** fields have an icon  that will open a Calendar Utility that allows a user to select a date rather than enter it into the field.

90-Day Reporting Period: Start Date *  End Date * 

"If your Certified EHR Technology is not capable of generating the information for a 90 day period, please change the end date to reflect the reporting period you are using. The reporting period must be at least 90 days and not more than one year."

3. **Meaningful Use Import.** This page allows providers to import Core and Menu objective data. Data imported in this manner will display on the individual Core and Menu Objective detail pages as read only data. All validations performed on individual Core and Menu pages will be enforced and the appropriate visual indicators will be displayed in the

navigation tree. Click the **MU Import Control Document** link to open technical specifications for the Import file.

Note: the import function will import all records in the file or none of the records if an error occurs with the import. If all required data is not populated for the Core and Menu objective then you will be required to manually enter and save.

Meaningful Use Import

Instructions: Use the MU Import functionality to import your Core and Menu objective data. The import function will import all records in the file or none of the records if an error occurs with the import. The data imported will display on the individual Core and Menu Objective detail pages as read only data. All validations performed on the individual Core and Menu Objective Detail pages shall apply and shall be used to display the appropriate visual indicators in the navigation tree. If all required data is not populated for the Core and Menu objective then you will be required to manually enter and save.

The MU import specification control document defines the format required to import Core and MU objective data.

 [MU Import Specification Control Document](#)

File Import

File *

Please select the 'Previous Screen' button to go back or the 'Continue' button to proceed.

4. *Navigation Menu.* The left-hand Navigation Menu will contain page titles that serve as links associated with the MU pages that must be completed. The majority of MU pages are collected in four or five subgroups. Clicking the name of a subgroup or clicking the expand icon  will reveal all the pages in the subgroup, all of which must be completed by the user. Once all the pages in a navigation group have been completed, and all have passed their validation criteria, then the subgroup will receive a completed icon . Clicking the collapse icon  will hide the title of the individual pages in a subgroup.



5. *Selection Pages and Detail Pages.* Each group of measures includes a *Selection* page, which provides a place for the user to select or access the measures. The *Menu Objective Selection* page allows a user to select Objective measures, since a user must select only five of the ten measures. Users cannot select a measure on the *Core CQM* or *Core Objective Selection* pages, since all core measures are required.

Each measure within a group also includes a *Detail* page where users will record the applicable data. Select the **Save & Continue** button on each measure *Detail* page to move onto the next measure requiring input, or the next *Selection* page. *Detail* pages include an *Attach Documentation* section so that users may associate a document that is relevant to the measure.

6. *Exclusions.* Sometimes the measure will not apply to your particular practice. Pediatricians, for example, have no patients over 65 years old. To account for this, measures of this nature include Exclusion **Yes** and **No** radio buttons. The measure's data fields will appear if the Exclusion does not apply. There may also be more than one Exclusion per Measure.

Exclusion 1 - Based on ALL patient records: An EP who sees no patients 2 years or older would be excluded from this requirement. Exclusion from this requirement does not prevent an EP from achieving meaningful use.

*Does this exclusion apply to you?

Yes No

Exclusion 2 - Based on ALL patient records: An EP who believes that all three vital signs of height, weight, and blood pressure have no relevance to their scope of practice would be excluded from this requirement. Exclusion from this requirement does not prevent an EP from achieving meaningful use.

*Does this exclusion apply to you?

Yes No

Complete the following information:

Numerator = Number of patients in the denominator who have at least one entry of their height, weight and blood pressure are recorded as structured data.

Denominator = Number of unique patients age 2 or over seen by the EP during the EHR reporting period.

* Numerator: Please enter a numerator.

* Denominator: Please enter a denominator.

7. **Core Objectives.** Core Objectives measure how much of a provider's patient population has been entered into the EHR software. If the user selects the **Save & Continue** button with all fields completed on a page and the result fails the criteria set, a failed icon will appear. If the proportion of patients do not meet the minimum criteria, the Attestation will fail.

Providers must enter all Core Objectives and these are listed in the Navigation Menu when the MU Attestation Type is selected. Core Objectives generally consist of an acknowledgement that you have met the obligations, or a Numerator and a Denominator. There are 14 Core Objectives if the provider is Attesting for 2012 or 2013. CMS has removed one of their Core Objectives – if you attested for 2011, there were 15. Stages 2 and 3 will likely have more changes in the number of measures.

For example, for the Objective *Maintain Active Medication List* the user would enter the number of unique patients seen by the EP during the EHR reporting period as a **Denominator**. In the **Numerator** field, the user would enter the number of patients in the denominator who have a medication recorded as structured data, added to the number of patients that are not currently prescribed any medication.

Objectives also have a measure validation: if the **Numerator** divided by the **Denominator** and rendered as a percentage does not exceed the percentage stated in the **Measure** field on each *Detail* page, the measure is failed. For example, *Maintain Active Medication List* has a **Measure** of "More than 80% of all unique patients seen by the EP have

at least one entry (or an indication that the patient is not currently prescribed any medication) recorded as structured data.”

8. *Menu Objectives*. Users must select at least one of the two Public Health Objectives on the *Menu Selection* page, and select a minimum of five of the Menu Objectives in general. When Menu Objectives are selected from the *Menu Selection* page, the selections will appear as options in the Navigation Menu when the **Save & Continue** button is selected on the page.

Other than being selected, Menu Objectives are similar in structure and content to the Core Objectives.

9. *Core Clinical Quality Measures Import*. This page allows providers to import CQM data in the same way the associated page allowed the import of Core and Menu objective data. Data imported in this manner will display on the individual CQM Detail pages as read only data. Validation performed on individual pages will be enforced and the appropriate visual indicators will be displayed in the navigation tree.

Clinical Quality Measures Import

Instructions: Use the CQM Import functionality to import your Core and Menu Objective data. The import function will import all records in the file or none of the records in the file if an error occurs with the import. The data imported will display on the individual CQM pages as read-only. All validations performed on the CQM pages shall apply and shall be used to display the appropriate visual indicators in the navigation tree. If all required data is not populated for the CQM data, then you will be required to manually enter and save. Select the appropriate format used to import your Clinical Quality Measure data.

File Import

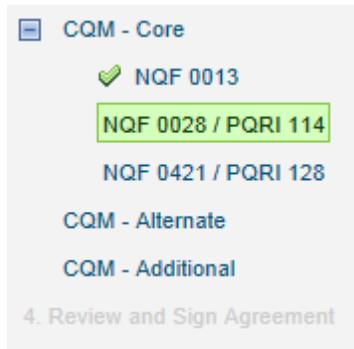
CQM Import File Format * PQRI XML Format ▾

File *

Please select the 'Previous Screen' button to go back or the 'Continue' button to proceed.

|

10. *Core Clinical Quality Measures*. Clinical Quality Measures, or CQMs, capture information about patient treatments and diagnoses instead of information about the number of patients in the EHR. There are no passing percentages, as these pages are simply intended to capture information about patients.



Core CQMs are all required. If your practice has seen no patients to which one of these CQMs would apply, you will enter 0 in the **Denominator** field of that page's *Detail* page. For example, the *Core CQM 3* has 2 lines of Population Criteria, each line having a **Numerator**, **Denominator**, and **Exclusion** field.

NQF 0421 / PQRI 128

Title: Adult Weight Screening and Follow-up

Description: Percentage of patients aged 18 years and older with a calculated BMI in the past six months or during the current visit documented in the medical record AND if the most recent BMI is outside parameters, a follow-up plan is documented.

Complete the following information:

	* Numerator:	* Denominator:	* Exclusion:
Population Criteria 1:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	* Numerator:	* Denominator:	* Exclusion:
Population Criteria 2:	<input type="text"/>	<input type="text"/>	<input type="text"/>

If the user entered a zero in either of these Denominators, the *Alternate CQM Selection* link will appear in the *Navigation Menu*, and one of the three Alternate CQMs is now required. If zero was entered into **Denominator** fields of three Core CQM pages, then all three Alternate CQMs would be required.

11. *Alternate Clinical Quality Measures*. The *Alternate CQM Selection* page allows a user to select between one and three CQMs, depending on how many Core CQMs had a zero in a **Denominator** field. Clicking the **Save & Continue** button will open the *Detail* page entered of the first selected Alternate CQM.
12. *Additional Clinical Quality Measures*. Users are required to select three Additional CQMs from among the options on the *Additional CQM Selection* page. Clicking the Save & Continue button will open the Detail page of the first selected Additional CQM.
13. *Attach Documentation* section: allows you to add a [Fully Executed Contract](#) and/or a [Fully executed agreement demonstrating binding legal](#)

or financial commitment to EHR (invoice, receipt, service agreement). Individual *Detail* pages, such as the *CPOE Core Objective* page, may require a document to support the claims made for that objective. In this case, the document has the subject [De-identified documentation that supports meeting Meaningful Use for this Objective](#).

The year 2014 will see more changes in Meaningful Use measures, as Stage 2 of the program take effect. EPs will then meet 17 core measures for EHR usage, and also choose three from a menu of six additional measures. A third and final stage of Meaningful Use is scheduled to begin in 2016.

Error Messages

The reporting period end date must end before the current date.	This appears on the <i>Step 3 EHR Reporting</i> page.
The End date field will not be automatically populated as 90 days from the Start Date for year 1 (Start Date + 89 Days).	The provider must ensure that the Reporting period for meaningful use is populated.
Reporting Period must be in the EHR calendar year (January 1st to December 31st).	This message will appear if the period runs into the next Calendar Year.
"The Start Date will display 1/1/2012. The End Date field shall be automatically populated with a date calculated as 365 or 366 days from the Start Date for subsequent years. (Start Date +364 days for a standard year, Start Date + 365 days for a leap year).	If a full year is selected, this message will display.
Reporting Period must be in the current calendar year.	The user must select the correct time frame. Different AIU and MU selections have different requirements.

<p>Please attach your supporting document. Please attach your required documentation.</p>	<p>An attachment is required for some AIU pages, and may be required for some MU pages.</p>
<p>You do not meet the requirements for meeting Meaningful Use for this reporting period. If you are using a 90-day EHR reporting period, please choose a different 90-day reporting period that meets the requirements. You may not continue with your attestation for the currently selected reporting period.</p>	<p>This is a Hard Stop. The attestation of Meaningful Use has certain requirements, such as the percentage of patients that have been transferred to EHR records.</p>
<p>Note: 50% of the total patient encounters must be at locations where certified EHR technology is available."</p>	<p>If the provider works at multiple locations, he or she must work at least 50% of the time at locations that have certified EHR software technology.</p>
<p>CMS has reported a federal exclusion for your NPI indicating that you are not eligible to receive federal funds. You may not continue with your attestation and no incentive funds will be paid.</p>	<p>This indicates a Soft Stop has occurred. The provider may continue to work on the Attestation, but will need to resolve the issue with CMS before submitting.</p>
<p>CMS has reported that a state has reported exclusion data for the EHR Incentive Program for your NPI. You may submit your attestation. However, additional review may be required to confirm your program eligibility.</p>	<p>This indicates a Soft Stop has occurred. The provider may continue to work on the Attestation, but will need to resolve the issue with CMS before submitting.</p>
<p>Your file did not import correctly. Please confirm that you have selected the correct format for importing and try again.</p>	<p>This message will appear during the file import if the file was not able to load/. If it loaded correctly, another message will display: "If the import passes the default message is</p>

	displayed, "Your MU data has been imported. Please review your MU data."
Please make a selection for Patient Records.	Many Objectives will have an exclusion, which indicates that the measure will not apply to your particular practice. There may also be more than one Exclusion per Measure.
Numerator - Please enter a numerator Denominator - Please enter a denominator	Unless the provider is excluded from a measure, the Numerator and Denominator fields will be required.
At least one Public Health Objective must be selected.	The provider must select one of the Public Health Objectives, and may select more than one. These are hard stop errors.
Please select a total of five (5) Meaningful Use Menu Measure Objectives, including at least one Objective from the Public Health section.	The provider may choose which five Menu Measures are the best fit for their practice.
If you deselect an item from the table, all information recorded about that Measure shall be lost. Ensure the item is selected in order to keep any changes you made to the item's Detail page.	If a provider enters information on one of the Measure pages and then returns to the Selection page, and changes his or her selections, this error will appear.
Your file did not import correctly. Please confirm that you have selected the correct format for importing and try again.	If the CQM data Import fails, the provider should check to ensure the format is correct. If the import is successful, another message will appear: "Your CQM data has been imported. Please review your CQM

	data.”
Please select 3 of the Alternate Clinical Quality Measures	Between zero and three Alternate CQMs must be selected, depending on how many Core Measures had zero in their Denominators.
Required Field	This error message will appear beside all Population Criteria, Numerator, Denominator and Exclusion fields.
Please select only three Additional Clinical Quality Measures.”	A maximum of three Alternate CQMs must be selected.

Step 4: Review and Sign Agreement

Clicking the **Review and Sign Agreement** link on the EP *Home* page directs you to *the 4. Review and Sign Agreement* page, where you will review the attestation agreement. Once you have had a chance to review it, you must print it out in order to sign it. Once signed, the agreement must be scanned and then uploaded into DC-SLR.

The *Review and Sign Agreement* page displays the following:

1. The *Step 1: Print to Sign Attestation* section contains the **Print to Sign** button. When selected, this will open a file Download window, allowing you to open or save the Attestation Agreement and print a copy of the document.
2. The *Step 2: Scan and Upload Signed Attestation* section contains an *Attach Documentation* component that will allow you to upload the Attestation Agreement. You have the ability to remove and attach different files until you submit your final attestation. DC requires a Direct Deposit Form in addition to the Attestation.
3. **Save & Continue** button: saves the information you have entered on this page and opens the *Home* page.

Note: DC providers must also mail the signed original DC Medicaid EHR Incentive Program Attestation Agreement to:

District of Columbia
Department of Health Care Finance

609 H Street NE, 1st Floor
 Washington, DC 20002
 Attn: EHR Incentive Program

- 4. **Cancel and lose changes** link: clears the page of any information you have just entered and opens the *Home* page.

Once you have successfully saved the signed attestation, the status icon on your home page will change to indicate that Step 4 is complete. The system will now let you move onto Step 5.



Error Messages

<p>CMS has reported a federal exclusion for your NPI indicating that you are not eligible to receive federal funds. You may not continue with your attestation and no incentive funds will be paid.</p>	<p>Federal exclusions are checked on this page as well, and this is a Hard Stop.</p>
<p>CMS has reported that a state has reported exclusion data for the EHR Incentive Program for your NPI. You may submit your attestation. However, additional review may be required to confirm your program eligibility.</p>	<p>State exclusions are Soft Stops.</p>

Step 5: Send Year X Attestation Details

Clicking the **Send Year X Attestation** link opens a pop-up window allowing you to send your attestation to the State, with X being the Program Year of the provider's participation in the incentive program.

The *Send Attestation to State* window displays the following:

1. **Send Attestation** button: clicking this will submit your attestation application to the District. All steps in the workflow section of your home page will be locked down. You will not be able to make any more changes to the section, but may still view the information you entered on a report. The *Send Attestation to State* window will appear displaying the expected time period for payment and other payment-related information.
2. **Cancel and Do Not Send** link: returns you to the *Home* page.

After sending the Attestation Agreement, a System Message will arrive that designates the time and date.



The screenshot shows a table titled "System Messages (1)". The table has three columns: "Subject", "Date Received", and "From". The first row contains the text "Your attestation has been submitted", "11/30/2011 4:45:21 PM", and a blurred name.

System Messages (1)		
Subject	Date Received	From
Your attestation has been submitted	11/30/2011 4:45:21 PM	[Blurred Name]

Note: DC providers must also print, sign, and mail a hard copy of the attestation to:

District of Columbia
Department of Health Care Finance
609 H Street NE, 1st Floor
Washington, DC 20002
Attn: EHR Incentive Program

Once the Department of Healthcare Finance receives the hard copy, the attestation will be validated to determine your eligibility to receive the incentive payment. Once the District has completed the validation process, your information will be submitted to CMS to verify you are eligible to receive Federal funds. The District may elect to audit any and all information submitted as part of your attestation prior to or after approving your payment.

Error Messages

Step 5 includes all the final checks that are made before the Attestation is submitted. Many of these are also seen on other Steps. They are performed again because a significant amount of time could pass between the start of an Attestation and its submission. After the Attestation is submitted, the fields become read-only, but changes may be made to the Attestation by the District's reviewers.

<p>The Medicaid ID number entered does not match the Medicaid ID number on file for DC Medicaid. You may submit your attestation. However, additional review may be required to confirm your program eligibility.</p>	<p>This is a Soft Stop. The Attestation may be submitted, but the disparity in the data between SLR and CMS will need to be rectified before payment is approved.</p>
<p>The Professional License Number entered does not match the professional license number on file for DC Medicaid. You may submit your attestation. However, additional review may be required to confirm your program eligibility.</p>	<p>This is a Soft Stop.</p>
<p>Physician Assistants are only eligible for the program if they practice in an FQHC led by a Physician Assistant. Your entry indicates you do not meet this requirement.</p>	<p>This is a Hard Stop and must be changed before the Attestation can be saved.</p>
<p>You do not meet the patient volume requirements for the selected 90-day period. You may choose a different 90-day period that meets the requirements. The pop up message has a Cancel and X button. Hard stop indicator is displayed in the left navigation.</p>	<p>This is a Hard Stop and must be changed before the Attestation can be saved.</p>
<p>You do not meet the patient volume</p>	<p>This is a Hard Stop.</p>

<p>requirements for the selected 90-day period. You may choose a different 90-day period that meets the requirements.</p>	
<p>The payee NPI and TIN entered does not match an enrolled provider with DC Medicaid. Please contact the help desk at (866) 879-0109, select option 0 for assistance.</p>	<p>This is a Hard Stop.</p>
<p>Your CMS Medicaid EHR Incentive Program Registration record for the DC Department of Health Care Finance indicates that you are no longer eligible to receive payment through the Medicaid incentive program. Please update your registration with CMS' Medicaid EHR Incentive Program Registration and Attestation site</p>	<p>This is a Hard Stop.</p>
<p>Your enrollment status with the DC Department of Health Care Finance is Inactive. You may not continue with your application. Please contact the help desk at (866) 879-0109, select option 0 for assistance.</p>	<p>This is a Hard Stop.</p>
<p>Your status with the DC Department of Health Care Finance is Deceased. You may not continue with the application process as providers with this status are not eligible to participate in the EHR Incentive Program. Please contact the help desk at (866) 879-0109, selection option 0. Record not saved.</p>	<p>This is a Hard Stop.</p>
<p>Your enrollment status with the DC Department of Health Care Finance is</p>	<p>This is a Hard Stop.</p>

<p>Temporarily Suspended. You may not continue with your application. Please contact the help desk at (866) 879-0109, select option 0 for assistance.</p>	
<p>Your status with the DC Department of Health Care Finance is Permanently Suspended. You may not continue with the application process as providers with this status are not eligible to participate in the EHR Incentive Program. If you believe this is in error, please contact the DC Department of Health Care Finance.</p>	<p>This is a Hard Stop.</p>
<p>CMS has reported a federal exclusion for your NPI indicating that you are not eligible to receive federal funds. You may not continue with your attestation and no incentive funds will be paid. The pop up message has a Cancel and X button. Hard stop icon is displayed in the left navigation.</p>	<p>This is a Hard Stop.</p>
<p>CMS has reported that a state has reported exclusion data for the EHR Incentive Program for your NPI. You may submit your attestation. However, additional review may be required to confirm your program eligibility.</p>	<p>This is a Soft Stop.</p>

Applying for the Incentive as a Group Administrator

A Group is a practice or clinic that is comprised of multiple Eligible Professionals. All of these individual providers may decide to apply for the EHR Incentive Payment using the patient encounter numbers of the practice or clinic. A representative from your Group will serve as the Group Administrator and provide a single point of contact for the State Level Registration of the Medicaid EHR Incentive Payment process.

This individual will enter the volume information for the Group, and this information will appear on each Group member's *Confirm Medicaid Eligibility* page. Each member of the Group will still need to review and sign the Attestation form to ensure that the numbers are correct. Group administrators will select the "Group" user type when they first create a DC-SLR account.

Group Home Page

The *DC-SLR Home* page for Groups is similar to the home pages for EP and EH users. See the *EP Home* page section for more information about the parts of this page. The links in the *Header* and *Footer* sections, the *Reports* and *Messages* sections, and the **Year** tabs are all identical to the *EP Home* page, except the messages will now include Group messages. The only visible difference on the page for Group users is the *Workflow* section, though it will still have five steps. As with the *EP Home* page, each of these is a link to the page representing that Step in the DC-SLR process, and each will have a completion icon that shows the status of the step. The user is able to move onto the next step only after completing the first.

1. *About Your Group* section: allows you to enter information about the Group and yourself or the Group's primary contact. By default this is populated with your user information.
2. *Confirm Group Eligibility* section: allows you to enter patient and Medicaid volume information.
3. *Group Certified EHR Information* section: allows you to enter Certified EHR technology information, in particular the EHR Certification Number of your Group's software. Each member of the Group will still have to attest to the technology they are using, but the information may be pre-populated for them.
4. *Manage Providers in Your Group* section: allows you to add members to your Group.
5. *Enter Data on Behalf of Your Providers* section: page provides access to the individual pages of each provider in your Group. In this way, you can add or edit the information for each of these providers.

Workflow Section Details

This section describes in more detail the specific steps needed to set up a Group in the DC-SLR system. Starting with Step 1, the *About Your Group* page, you will enter your registration and contact information. Like Eligible Professional users, Group Users will have a *Navigation Menu* to both access pages and keep track of their progress. The five options correspond to the pages in the group component.



Step 1: About Your Group Section Details

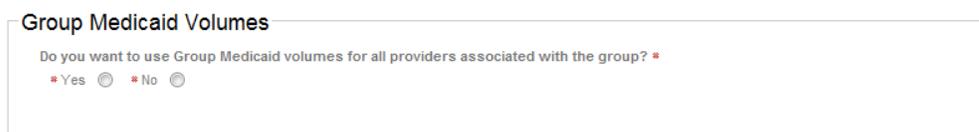
Clicking the **About Your Group** link on the *Group Home* page opens the *About Your Group* page, allowing you to provide contact information. The contact information is especially important, as one of the primary reasons to have a Group user is to provide a single point of contact for the Group to State auditors that are reviewing the DC-SLR submissions. By default, this information will be from the user registered in the system.

1. **Contact Person Name** text field: enter your name.
2. **Phone Number** text field: enter your phone number. Initially it defaults to the phone number that you entered while creating your User Account.
 - a. **9999999999** (no spaces, dashes, parentheses): This shows you how the system would like you to enter your phone number.
3. **Email Address** text field: enter your email address. Initially it defaults to the email address that you entered while creating User Account.
 - b. **name@domain.com**: displays the correct format for your email address.
4. **Save & Continue** button: saves the information you have just entered. If you have left a required field blank or entered information incorrectly, you will receive a system message. Once all required fields are completed, this section will be marked as complete.
5. **Cancel and Lose About Your Group changes** link: clears the page of any information you have just entered.

Step 2: Confirm Group Medicaid Eligibility

The *Confirm Group Eligibility* page is identical to the associated page for EPs except that it has an additional section at the top, the *Group Medicaid Volumes* section.

1. See *Section 3.6.4 Step 2: Confirm Medicaid Eligibility* above for a complete description of the rest of the fields on this page.
2. The *Group Medicaid Volumes* section allows a user to select whether to use Group Medicaid volumes for the entire Group.



Group Medicaid Volumes

Do you want to use Group Medicaid volumes for all providers associated with the group? *

Yes No

The system will move you onto *Step 3: Group Certified EHR Information* and the status icon on your home page will change to indicate that your eligibility information is complete.

Step 3: Group Certified EHR Information

Clicking the **Group Certified EHR Information** link on the *Group Home* page directs you to Step 3 of the process. This page allows you to enter your practice's EHR technology information.

1. **Do you wish to use Group Certified EHR Technology information for all providers you are managing?** radio button: select the **Yes** radio button to apply the EHR Technology you enter on this page to all the members of the Group. The *Your Understanding* section will appear.
2. *Your Understanding* section: click the checkbox to affirm your responsibility. The *Your EHR Certification Information* section will appear.
 - **ONC public web service** link:
3. *Your EHR Certification Information* section: contains a field and instructions for retrieving the correct EHR Certification Number from the ONC website.
 - EHR Certification Number *text* field: enter your group's EHR Software's Certification Number in the **EHR Certification Number**

field. The field will be validated when the **Save Certified EHR Technology** button is selected.

4. **Attach Documentation** section: DC requires that an ONC CHPL screen print be attached to the page for professionals applying under Group encounter volumes.

Your EHR Certification Information

Please enter your CMS EHR Certification ID

EHR Certification Number * ✓

1) Go to the ONC website: <http://onc-chpl.force.com/ehrcert>
2) Search for your product(s) and add each to the shopping cart by clicking "Add to Cart"
3) When you have added all product(s) to your shopping cart, click the "View Cart" link
4) Click "Get CMS EHR Certification ID"
5) Your CMS EHR Certification ID will be displayed on the screen. This is the number you will need to enter above as a part of your attestation.

NOTE: ONC does not allow you to mix inpatient products and Ambulatory products together to represent a complete EHR solution. Additionally, if the product(s) you add to your shopping cart do not represent a complete EHR solution capable of achieving meaningful use criteria, you will not be able to click "Get CMS EHR Certification ID" in step 4.

5. **Save Certified EHR Technology** button: saves the EHR system information.

6. **Cancel and lose certified EHR Technology changes** link: this will cancel any changes made to this page. The page will refresh, restoring the original values and files to the fields on the page.
7. **<< Back to Dashboard**. Select this link to return to the *Group Home* page.

Once you have successfully saved the information in the *Group Certified EHR Information* page, the status icon on your *Home* page will change to indicate that the *Group Certified EHR Information* section is complete. The system will move you to *Step 4*.

Step 4: Manage Providers in Your Group.

Clicking the **Manage Providers in Your Group** link on the *Group Home* page (or in the *Navigation Menu*) opens *Step 4* of the process. This page allows you to search for and add Eligible Professionals to your Group. They must exist in the DC-SLR database before they may be added, so they must register with CMS before you perform this step.

listed in the table. The table also indicates whether the provider has been added to more than one Group.

Step 5: Enter Data for Providers [Year]

Clicking the **Enter Data on Behalf of Your Providers** link on the *Group Home* page (or in the *Navigation Menu*) opens *Step 5* of the process. This page allows you to access the EP pages of the members of your Group, and view, add, or edit the data for them. Each provider that was added using the *Manage Providers in Your Group* page will appear in the table on this page.

5. Enter Data on Behalf of Your Providers

This screen gives you one place to manage the providers in your group and view the status of their attestation. Select an Action for any provider listed below to enter data on their behalf.
 Of 1 providers: Not started = 0, In progress = 1, Completed = 0, Signed & Attached = 0, Submitted = 0 [Manage Providers](#)

Provider Name	NPI	TIN	Pymt Yr	Multiple Groups	Elected	About You	Eligibility	Attestation	Signed & Attached	Submitted	Actions
[Redacted]	[Redacted]	[Redacted]	1	No	Yes	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Dropdown]

1. **Manage Providers** button: clicking this will open the *Manage Providers in Your Group* page, which is used to add providers to your Group.
2. **Of [n] Providers: Not started=[n], In progress=[n], Completed=[n], Signed & Attached=[n], Submitted=[n]** message: next to the **Manage Providers** button is a status line that provides a running count of the providers in your Group and their progress in each stage of the process.
3. *Provider Action List* table: displays all the members of the providers in the Group; each provider will have the following columns referencing their data:
 - **Provider Name** column: displays the name of the provider.
 - **NPI** column: the provider's NPI information.
 - **TIN** column: the provider's TIN information.
 - **Payment Yr** column: the Payment Year to which the provider is attesting.
 - **Elected** column: indicates whether the provider has joined your Group or not.
 - **About You** column: contains a status icon that indicates whether this section for a provider is complete or not.
 - indicates that the step is complete;
 - indicates that the step has been started but not finished;

- indicates that the step has not been started.
- **Eligibility** column: contains a status icon.
- **Attestation** column: contains a status icon.
- **Signed & Attached** column: contains a status icon.
- **Submitted** column: contains a status icon.
- **Actions** pull-down menu: allows the user to open the associated page and enter data into DC-SLR for that user. Select an option for the menu (such as [About You](#) or [Eligibility](#)), and the corresponding page of that user will open.

Entering on behalf of [REDACTED] [Back to Provider List](#)

Contact Person

Changing the contact information here does not change the contact information set up under the My Account page or the contact information provided to CMS in the registration process. SLR generated messages will be sent to all email accounts recorded for this provider.

✓ Your Contact Information is complete.

Contact Person Name *

Title

Phone Number *
Enter phone number without dashes.

Email Address *
name@domain.com

Attach Documentation

The following attachments are optional:

When opened, the DC-SLR page of your Group’s provider will be topped by a special header identifying the provider you are entering information for, such as in the example above. The header section also has a **< Back to Provider** list button, which returns you to the Group Administrator *Step 5* page.

Group Error Messages

End Date will automatically calculate as Start Date + 89 days.	The group user may choose several ways to enter dates for the Eligible Professionals in the group.
End Date is disabled for entry and will display read only.	The group user may choose several ways to enter dates for the Eligible Professionals in the group.

Error message is displayed, Representative Period must be the previous calendar year"	The group must fulfill the same rules as the EPs.
Your selected representative period must begin on the first day of the month"	If the District decides to require the Start Date to be on the first day of the month then an Error message is displayed if the user selects a different day.
"End Date will automatically calculate as Start Date + 89 days.	Depending on the selection made, the system will calculate the end date after the Start Date is selected.
Representative Period must be the in the last 12 months.	The user will have to enter a range within the previous 12 months.
Reporting period must be greater than Year {X} Start Date + 89 days and less than a calendar year"	The group user may choose several ways to enter dates for the Eligible Professionals in the group.
Your Total Medicaid Encounters does not match the sum of your Total State Medicaid Encounters.	If the provider works at multiple locations, he or she must work at least 50% of the time at locations that have certified EHR software technology.
You do not meet the patient volume requirements for the selected 90-day period. You may choose a different 90-day period that meets the requirements.	This is a Hard Stop. The group user will be unable to proceed until the patient volume numbers fulfill requirements.
No - you may wish to adjust your representative period. To qualify, Eligible Professionals (EPs) must achieve at least 30% Medicaid patient	In the Meets Eligibility Requirements? Section, this represents a Hard Stop.

volumes, though Pediatricians who achieve a 20% volume may qualify to receive a reduced incentive payment amount. However Pediatricians who practice predominantly in FQHC/RHC must achieve at least 30%	
You do not meet the patient volume requirements for the selected 90-day period. You may choose a different 90-day period that meets the requirements.	Each EP will need to fulfill the requirements.
Certification Number is not found. There was an error connecting to the ONC CHPL Web Service used for certification validation. Please try again.	A Hard Stop occurs. If the ONC service is down, the provider might want to return to the Attestation after an hour or so if repeated tries are unsuccessful.
Is this the provider you want to add?	The system validates the entered NPI and TIN against the PMF. This is not an error, just a prompt to ensure the selected provider is the EP that should be added.
This provider has been previously associated with another group in the SLR application for the purposes of meeting Medicaid eligibility for provider incentive payment.	Once added to a group, the Provider can't be removed except by SLR staff. If the provider opts out, the other providers in the group will have to input their own individual patient encounter numbers.
The EP you are trying to add has already completed the attestation for the current Program Year. You will not be able to associate the EP to the group at this time.	EPs who have already submitted their attestations for the year cannot be added to the group.
Provider not found in Provider Master File. Please contact the help desk at	The system was unable to match the TIN and/or NPI with one of the

866-879-0109 for assistance.	providers in the PMF.
The provider you have selected is not currently eligible to be associated with your Group. The provider selected has been flagged with an “Opt Out” status from another Group’s request. If you believe this is in error, please contact the Help Desk at 866-879-0109 for assistance.	The Opt Out control is on the Step 2 of the SLR workflow, and is available to all EPs.
The provider you would like to add has an attestation for a previous program year that has not been submitted. You may add the provider after their current attestation has been submitted.	EPs must be in the same Participant Year as the group user.

Accessing Reports

Reports for Eligible Professionals

Located to the left of the page, the *Reports* section displays the following items:

1. **Reports message:** the following message appears if you don’t have any data in the system to run a report: “Reports will be available once your information is saved.”
2. **Registration and Attestation Summary Report link:** once some information has been saved to the DC-SLR web application, this link appears. Clicking this link opens a pop-up window with the *Registration and Attestation Summary report* results. This report prints all of the Attestation information that you have already entered.

The *Registration and Attestation Summary* report displays the following:

- a. *Identifying Information* section: displays the information you entered when you created your DC-SLR account.

- b. *Filing Information*: displays the Program Year and status of the Attestation association.
- c. *About You* section: displays the information saved when you completed the *About You* section.
- d. *Confirmation of Eligibility* section: displays the information saved when you completed the *Confirm Medicaid Eligibility* section.
- e. *Summary of Meaningful Use Core Measures*: displays Core Objective measures if these were entered.
- f. *Summary of Meaningful Use Menu Measures*.
- g. *Summary of Core Clinical Quality Measures*.
- h. *Summary of Alternate Core Clinical Quality Measures*.
- i. *Summary of Additional Clinical Quality Measures*.

You can print this report after you have saved any of your information in the DC-SLR Web application. If you print the report before all of the areas have been completed, only those sections with saved information will print on the report. You can also filter the report by year.

Viewing Payment Status/Payment Calculations

Payment Information and Calculations for Eligible Professionals

How your payment is calculated message: Located to the left of the page, this link opens a pop-up that displays the amount that your State is dispersing for the current participation Year.

Attaching Files

The Attach Documentation Section

Attach Documentation sections are available in several pages of the SLR. These identify documents that must be attached – like a Cost Report, Software Sales contract, and the Attestation Agreement itself – and identify documents that are optional.

The screenshot shows the 'Attach Documentation' interface. At the top, it lists required and optional attachments. Below this is a table of uploaded files with columns for File Name, Subject, and Remove. At the bottom, there are buttons for 'Add Files' and 'Remove Selected'.

File Name	Subject	Remove
Test doc.docx	Eligibility Workbook	<input type="checkbox"/>
Test doc.docx	Practice Management Report	<input type="checkbox"/>

A table lists those attachments that have already been added to the section in three columns:

1. **File Name** column: the name of the uploaded file. Selecting the filename will open the file for viewing, provided your PC has an application that can open the file.
2. **Subject** column: the subject of the uploaded file selected by the user when the file was attached.

3. Selecting a checkbox in the unnamed column and clicking the **Remove Selected** button will remove the file from the list and delete the file from SLR.

Attach Documentation

The following attachments are optional: ✓

- Eligibility Workbook
- Practice Management Report
- Other - Please Describe

File Name	Subject	Remove
blank doc.docx	Practice Management Report	<input type="checkbox"/>

Add Files  Remove Selected 

Clicking the **Add Files** button opens the *Add Files* pop-up window.

1. Close icon: clicking the blue X in the upper right-hand corner closes the *Add Files* window without attaching a file.
2. **Subject** pull-down menu: select an option to identify what type of document or documents you are attaching. These will be restricted to subjects that are appropriate for the section of SLR you are viewing.
3. **File(s) Subject** display field: this displays the default subject. This is populated when a document is selected.
4. **Description** text field: if the **Other – Please Describe** option is selected from the **Subject** pull-down menu, this field will appear. It requires the user to enter a brief description of the document being attached.
5. **File Name** text field: the file name will display once it is selected.
6. **Select** button: allows you to select the file you would like to attach from a local drive.
7. **Add** button: adds another **File** field and **Select** button to allow the user to attach another file. The file will be added under the same subject as the file above it.
8. **Remove** icon: clicking this removes file reference from the window. It will not be imported.
9. **Attach** button: adds the document or documents that were selected.
10. **File(s) Attached – {X}** message allows you to know the number of files currently attached for this specific page.
11. **Cancel and lose file changes** button: this will close the window, discarding any changes.

Up to 10 files of up to 10 MB apiece may be added to the *Attach Documentation* component of each section.

Add Files



You may attach files with multiple subjects using this function.

- Select the subject for the first attachment from the drop down list
- Use the Select function to choose your file
- Click the Add button to add another file
- Select the subject for the second attachment from the drop down list
- Use the Select function to choose your file

When all documents are attached, click the Attach button.

Allowed File Types: .bmp, .pdf, .jpeg, .jpg, .gif, .png, .doc, .docx, .xls, .xlsx

Subject * Eligibility Workbook

File(s) * Subject:

Filename: *

Error Messages

<p>Please attach your document using Adobe PDF, GIF, BMP, PNG, JPEG, MS Word or MS Excel file type.</p>	<p>SLR will accept the following file types:</p> <ul style="list-style-type: none"> - Adobe PDF - GIF - JPEG - BMP - PNG - JPG - XLS - XLSX - DOC - DOCX
<p>Attached documents must be 10MB or smaller.</p>	<p>If a document is longer than this, the provider may split it into multiple files of allowable length.</p>
<p>Please attach your supporting document. Please attach your required documentation.</p>	<p>If a document is required, it might engage a Hard Stop.</p>

Timing Out

SLR pages have a session timeout occurring at 9 minutes and 30 seconds. If no field has been modified or a page accessed during that time, a pop-up window shall appear asking if you wish to log out or continue to use DC-SLR. The pop-up window itself will disappear in 30 seconds if no action is taken.

Troubleshooting

Accessing Help

For general Help, all DC-SLR web pages have a **Help** Link that opens up a copy of this User Manual. For DC-SLR Web application assistance, you may contact the Xerox Help Desk designated to support the DC-SLR at (866)-879-0109. Select option 0 for assistance with:

- System Issues
- Directions for completing the Attestation Agreement
- Assistance with using the application
- Other questions related to the SLR application

You may also email the SLR Help Desk at: SLRHelpdesk@xerox.com. For questions specific to the DC Medicaid EHR Incentive program, visit the DC EHR Incentive Program Provider Outreach Page at <http://dc.aincentive.com>. For policy questions regarding the DC Medicaid EHR Incentive program, you may email dclsr@dc.gov.

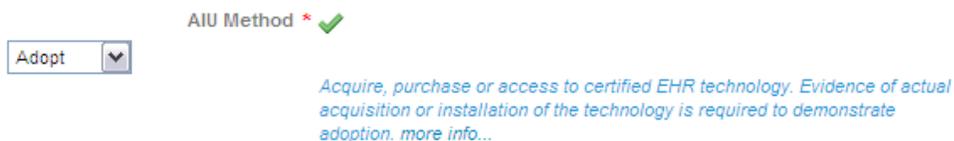
Help Text Displays

Located throughout the DC-SLR Web application, there are tool tips, help text, and **more info** links that should help to complete the pages.

1. Tool Tips: A tool tip is text that displays when you hover your mouse over an area on the page.



2. The **more info** link of this field opens the following help window:



3. Help Text. Help text is text that displays on the page. Help text instructs you on how to respond to a particular field or, it provides some additional information about the field or the page. The blue text from the below example, “Enter phone number without dashes.” This is help text.

Contact Person Name * ✓

Title ✓

Phone Number * ✓
Enter phone number without dashes.

Email Address * ✓
name@domain.com

Definitions

This section lists any glossary terms specifically applicable to this document.

Term/Acronym	Explanation/Expansion
Active Medication List	A list of medications that a given patient is currently taking.
Admitted to the Emergency Department	There are two methods for calculating ED admissions for the denominators for measures associated with Stage 1 of Meaningful Use objectives. Eligible hospitals and CAHs must select one of the methods below for calculating ED admissions to be applied consistently to all denominators for the measures. That is, eligible hospitals and CAHs must choose either the “Observation Services method” or the “All ED Visits method” to be used with all measures. Providers cannot calculate the denominator of some measures using the “Observation Services method,” while using the “All ED Visits method” for the denominator of other measures. Before attesting, eligible hospitals and CAHs will have to indicate which method they used in the calculation of denominators. ³
All ED Visits Method	An alternate method for computing admissions to the ED is to include all ED visits (POS 23 only) in the denominator for all measures requiring inclusion of ED admissions. All actions taken in the inpatient or emergency departments (POS 21 and 23) of the hospital would count for purposes of determining meaningful use. ³
Allergy	An exaggerated immune response or reaction to substances that are generally not harmful. Unique Patient – If a patient is seen by a provider more than once during the EHR reporting period, then for purposes of measurement that patient is only counted once in the denominator for the measure. All the measures relying on the term “unique patient” relate to what is contained in the patient’s medical record. Not all of this information will need to be updated or even be needed by the provider at every patient encounter. This is especially true for patients whose encounter frequency is such that they would see the same provider multiple times in the same EHR reporting period. ³
American Reinvestment and Recovery Act of 2009 (ARRA)	The American Reinvestment and Recovery Act of 2009 is an economic stimulus package enacted by the 111th United States Congress in February 2009 ¹ . Part of the act included money for health information technology (HIT) investments and payments.

¹ “American Recovery and Reinvestment Act of 2009.” *Wikipedia: The Free Encyclopedia* Wikimedia Foundation, Inc. Last modified: November 18, 2010. Date accessed: November 22, 2010.

Term/Acronym	Explanation/Expansion
Appropriate Technical Capabilities	A technical capability would be appropriate if it protected the electronic health information created or maintained by the certified EHR technology. All of these capabilities could be part of the certified EHR technology or outside systems and programs that support the privacy and security of certified EHR technology. ³
Business Days	Business days are defined as Monday through Friday excluding Federal or State holidays on which the EH or their respective administrative staffs are unavailable. ³
Centers for Medicare and Medicaid Services (CMS)	The Centers for Medicare and Medicaid Services (CMS) is a United States Federal Agency which administers Medicare, Medicaid, and the Children's Health Insurance Program (CHIP). ²
Clinical Decision Support	HIT functionality that builds upon the foundation of an EHR to provide persons involved in care decisions with general and person-specific information, intelligently filtered and organized, at point of care, to enhance health and health care. ³
Clinical Summary	An after-visit summary that provides a patient with relevant and actionable information and instructions containing the patient name, provider's office contact information, date and location of visit, an updated medication list, updated vitals, reason(s) for visit, procedures and other instructions based on clinical discussions that took place during the office visit, any updates to a problem list, immunizations or medications administered during visit, summary of topics covered/considered during visit, time and location of next appointment/testing if scheduled, or a recommended appointment time if not scheduled, list of other appointments and tests that the patient needs to schedule with contact information, recommended patient decision aids, laboratory and other diagnostic test orders, test/laboratory results (if received before 24 hours after visit), and symptoms. ³
CMS Certification Number (CCN)	A number assigned to hospitals by the Centers of Medicare and Medicaid Services, the CMS Certification Number (CCN) is the hospital's identification number that is link to its Medicare provider agreement. The CCN is used for CMS certification and also for submitted and reviewing the hospital's cost reports. ⁴
CMS Medicaid EHR Incentive Program Registration site	The national site that supports the administration and incentive payment disbursements of Medicare and Medicaid programs to medical professionals, hospitals and other organizations. ⁵

² "Centers for Medicare & Medicaid Services." *CMS: Centers for Medicare & Medicaid services*. United States Department of Health & Human Services. Date accessed: November 22, 2010.

³ "HITECH Attestation Mockups EP" and "HITECH Attestation Mockups EH Version 9". CMS: Centers for Medicare & Medicaid services. United States Department of Health & Human Services. Date published: 3/8/2011.

⁴ "Frequently Asked Questions about Accrediting Hospitals in Accordance with their CMS' Certification Number (CCN)." *The Joint Commission*. Article date: July 15, 2010. Date accessed: November 22, 2010.

⁵ "Grumman nets \$34M CMS' data repository project." *CMIO Contracts and Installations*. TriMed Media Group, Inc. Article date: May 17, 2010. Data accessed: November 22, 2010.

Term/Acronym	Explanation/Expansion
Computerized Physician Order Entry (CPOE)	Computerized Physician Order Entry (CPOE) refers to any system in which clinicians directly enter medication orders and/or tests and procedures into a computer system, which then transmits the order directly to the pharmacy. ⁶
Computerized Provider Order Entry (CPOE)	CPOE entails the provider's use of computer assistance to directly enter medication orders from a computer or mobile device. The order is also documented or captured in a digital, structured, and computable format for use in improving safety and organization. ³
CPOE	See Computerized Provider Order Entry. ³
Diagnostic Test Results	All data needed to diagnose and treat disease. Examples include, but are not limited to, blood tests, microbiology, urinalysis, pathology tests, radiology, cardiac imaging, nuclear medicine tests, and pulmonary function tests. ³
Different Legal Entities	A separate legal entity is an entity that has its own separate legal existence. Indications that two entities are legally separate would include (1) they are each separately incorporated; (2) they have separate Boards of Directors; and (3) neither entity is owned or controlled by the other. ³
Discharge Instructions	Any directions that the patient must follow after discharge to attend to any residual conditions that need to be addressed personally by the patient, home care attendants, and other clinicians on an outpatient basis. ³
Distinct Certified EHR Technology	Each instance of certified EHR technology must be able to be certified and operate independently from all the others in order to be distinct. Separate instances of certified EHR technology that must link to a common database in order to gain certification would not be considered distinct. However, instances of certified EHR technology that link to a common, uncertified system or component would be considered distinct. Instances of certified EHR technology can be from the same vendor and still be considered distinct. ³
EHR Provider Incentive Portal (SLR)	The EHR Provider Incentive Portal (SLR) is a Xerox application created for the capture and maintenance of state mandated information related to the payment of Provider incentive payments provided for under the ARRA.
Electronic Health Record (EHR)	An Electronic Health Record (EHR) is an electronic version of a patient's medical history, that is maintained by the Provider over time, and may include all of the key administrative clinical data relevant to that person's care under a particular Provider, including demographics, progress notes, problems, medications, vital signs, past medical history, immunizations, laboratory data and radiology reports. ⁷

⁶ "Computerized Provider Order Entry." AHRQ: Agency for Healthcare Research and Quality. United States Department of Health & Human Services. Date accessed: November 22, 2010.

⁷ "Electronic Health Records Overview." CMS: Centers for Medicare & Medicaid services. United States Department of Health & Human Services. Date accessed: November 22, 2010.

Term/Acronym	Explanation/Expansion
Electronic Medical Record (EMR)	An electronic medical record (EMR) is a computerized medical record created in an organization that delivers care, such as a hospital and doctor's surgery. ⁸
Eligible Hospital (EH)	<p>For the purposes of the Medicaid EHR Incentive Program and SLR applications documentation, an eligible hospital (EH) is defined as the following:</p> <p>Acute care hospitals (including Critical Access Hospitals and cancer hospitals) with at least 10% Medicaid patient volume.</p> <p>Children's hospitals (no Medicaid patient volume requirements).⁹</p>
Eligible Professional (EP)	<p>For the purposes of the Medicaid EHR Incentive Program and SLR application documentation, an eligible professional (EP) is defined as the following:</p> <p>Physicians (primarily doctors of medicine and doctors of osteopathy).</p> <p>Nurse practitioner.</p> <p>Certified nurse-midwife.</p> <p>Dentist.</p> <p>Physician assistant who furnishes services in a Federally Qualified Health Center or Rural Health Clinic that is led by a physician assistant.</p> <p>To qualify for an incentive payment under the Medicaid EHR Incentive Program, an EP must meet one of the following criteria:</p> <p>Have a minimum 30% Medicaid patient volume*.</p> <p>Have a minimum 20% Medicaid patient volume, and is a pediatrician*.</p> <p>Practice predominantly in a Federally Qualified Health Center or Rural Health Center and have a minimum 30% patient volume attributable to needy individuals.</p> <p>*Children's Health Insurance Program (CHIP) patients do not count toward the Medicaid patient volume criteria.¹⁰</p>
End User License Agreement (EULA)	The End User License Agreement (EULA) details how the software can and cannot be used. ¹¹

⁸ "Electronic medical record." *Wikipedia: The Free Encyclopedia* Wikimedia Foundation, Inc. Last modified: November 5, 2010. Date accessed: November 22, 2010.

⁹ "EHR Incentive Programs: Eligibility – Eligible Hospitals." *CMS: Centers for Medicare & Medicaid services*. United States Department of Health & Human Services. Date accessed: November 22, 2010.

¹⁰ "EHR Incentive Programs: Eligibility – Eligible Professionals." *United States Department of Health & Human Services*. Date accessed: November 22, 2010.

¹¹ "EULA." *Webopedia*. QuinStreet Inc. Date accessed: November 22, 2010.

Term/Acronym	Explanation/Expansion
Exchange	Clinical information must be sent between different legal entities with distinct certified EHR technology and not between organizations that share a certified EHR technology. Distinct certified EHR technologies are those that can achieve certification and operate independently of other certified EHR technologies. The exchange of information requires that the provider must use the standards of certified EHR technology as specified by the Office of the National Coordinator for Health IT, not the capabilities of uncertified or other vendor-specific alternative methods for exchanging clinical information. Electronic Exchange of Clinical Information. ³
Federally Qualified Health Center (FQHC)	A type of provider that includes all organizations receiving grants under Section 330 of the Public Health Service Act. Advantages include grant funding, enhanced Medicare and Medicaid reimbursement, medical malpractice coverage through the Federal Tort Claims Act, reduced cost for medications for outpatients, etc.
Health Insurance Portability and Accountability Act of 1996 (HIPAA)	The purpose of the Health Insurance Portability and Accountability Act is “to improve...the Medicaid program...and the efficiency and effectiveness of the health care system, by encouraging the development of a health information system through the establishment of standards and requirements for the electronic transmission of certain health information.” ¹²
Health Information Technology (HIT)	Health Information Technology (HIT) refers to the use of technology in managing health information. For example, the use of electronic health records instead of paper medical records.
Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH)	The Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH) amends the Public Health Service Act by adding a number of funding opportunities to advance health information technology. ¹³
Medication Reconciliation	The process of identifying the most accurate list of all medications that the patient is taking, including name, dosage, frequency, and route, by comparing the medical record to an external list of medications obtained from a patient, hospital, or other provider. ³
National Provider Identifier (NPI)	The National Provider Identifier (NPI) is a Health Insurance Portability and Accountability Act (HIPAA) Administrative Simplification Standard. The NPI is a unique identification number for covered health care Providers. ¹⁴

¹² “Health Insurance Portability and Accountability Act of 1996.” *CMS: Centers for Medicare & Medicaid services*. Public Law 104-191. 104th Congress. Date accessed: November 22, 2010.

¹³ “HITECH and Funding Opportunities.” *The Office of the National Coordinator for Health Information Technology*. United States Department of Health & Human Services. Date accessed: November 22, 2010.

¹⁴ “National Provider Identifier Standard (NPI): Overview.” *CMS: Centers for Medicare & Medicaid services*. United States Department of Health & Human Services. Date accessed: November 22, 2010.

Term/Acronym	Explanation/Expansion
Observation Services Method	<p>"The denominator should include the following visits to the ED:</p> <ul style="list-style-type: none"> • The patient is admitted to the inpatient setting (place of service (POS) 21) through the ED. In this situation, the orders entered in the ED using certified EHR technology would count for purposes of determining the computerized provider order entry (CPOE) Meaningful Use measure. Similarly, other actions taken within the ED would count for purposes of determining Meaningful Use • The patient initially presented to the ED and is treated in the ED's observation unit or otherwise receives observation services. Patients who receive observation services under both POS 22 and POS 23 should be included in the denominator."³
Office of the National Coordinator (ONC) for Health Information Technology	<p>The Office of the National Coordinator for Health Information Technology (ONC) is the principal Federal entity charged with coordination of nationwide efforts to implement and use the most advanced health information technology and the electronic exchange of health information.¹⁵</p>
Office Visit	<p>Office visits include separate, billable encounters that result from evaluation and management services provided to the patient and include: (1) Concurrent care or transfer of care visits, (2) Consultant visits, or (3) Prolonged Physician Service without Direct (Face-To-Face) Patient Contact (tele-health). A consultant visit occurs when a provider is asked to render an expert opinion/service for a specific condition or problem by a referring provider.³</p>
Patient Authorized Entities	<p>Any individual or organization to which the patient has granted access to their clinical information. Examples would include an insurance company that covers the patient, an entity facilitating health information exchange among providers, or a personal health record vendor identified by the patient. A patient would have to affirmatively grant access to these entities.³</p>
Patient-Specific Education Resources	<p>Resources identified through logic built into certified EHR technology which evaluates information about the patient and suggests education resources that would be of value to the patient.³</p>
Permissible Prescriptions	<p>The concept of only permissible prescriptions refers to the current restrictions established by the Department of Justice on electronic prescribing for controlled substances in Schedule II-V. (The substances in Schedule II-V can be found at http://www.deadiversion.usdoj.gov/schedules/orangebook/e_cs_sched.pdf). Any prescription not subject to these restrictions would be permissible.³</p>
Preferred Language	<p>The language by which the patient prefers to communicate.³</p>

¹⁵ "The Office of the National Coordinator for Health Information Technology (ONC)." *The Office of the National Coordinator for Health Information Technology*. United States Department of Health & Human Services. Date accessed: November 22, 2010.

Term/Acronym	Explanation/Expansion
Prescription	The authorization by a provider to a pharmacist to dispense a drug that the pharmacist would not dispense to the patient without such authorization. ³
Problem List	A list of current and active diagnoses as well as past diagnoses relevant to the current care of the patient. ³
Provider	For the purposes of the EHR Provider Incentive Portal (SLR) application documentation, a Provider refers to both EPs and EHs.
Public Health Agency	An entity under the jurisdiction of the U.S. Department of Health and Human Services, tribal organization, State level and/or city/county level administration that serves a public health function. ³
Relevant Encounter	An encounter during which the provider performs a medication reconciliation due to new medication or long gaps in time between patient encounters or for other reasons determined appropriate by the provider . Essentially an encounter is relevant if the provider judges it to be so. (Note: Relevant encounters are not included in the numerator and denominator of the measure for this objective.) ³
Rural Health Clinic (RHC)	RHCs must be located in rural, underserved areas and must use one or more physician assistants or nurse practitioners. RHCs can be public, private, or non-profit, and are intended to increase primary care services for Medicaid and Medicare patients in rural communities. An advantage of RHC status is enhanced reimbursement rates for providing Medicaid and Medicare services in rural areas.
Specific Conditions	Those conditions listed in the active patient problem list. ³
State Level Registry (SLR)	The State Level Registry (SLR) is a Xerox application created for the capture and maintenance of state mandated information related to the payment of provider incentive payments provided for under the ARRA.
Taxpayer Identification Number (TIN)	A Taxpayer Identification Number (TIN) is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. ¹⁶
Transition of Care	The movement of a patient from one setting of care (hospital, ambulatory primary care practice, ambulatory specialty care practice, long-term care, home health, rehabilitation facility) to another. ³
Uniform Resource Locator (URL)	In computing , a Uniform Resource Locator (URL) is a Uniform Resource Identifier (URI) that specifies where an identified resource is available and the mechanism for retrieving it. ¹⁷

¹⁶ "Taxpayer Identification Numbers (TIN)." IRS.gov. Internal Revenue Service. Last modified: August 20, 2010. Date accessed: November 22, 2010.

¹⁷ "Uniform Resource Locator." *Wikipedia: The Free Encyclopedia* Wikimedia Foundation, Inc. Last modified: November 22, 2010. Date accessed: November 22, 2010.

Term/Acronym	Explanation/Expansion
Unique Patient	<p>If a patient is seen by a provider more than once during the EHR reporting period, then for purposes of measurement that patient is only counted once in the denominator for the measure. All the measures relying on the term “unique patient” relate to what is contained in the patient’s medical record. Not all of this information will need to be updated or even be needed by the provider at every patient encounter. This is especially true for patients whose encounter frequency is such that they would see the same provider multiple times in the same EHR reporting period.³</p>
Up-to-date	<p>The term “up-to-date” means the list is populated with the most recent diagnosis known by the provider . This knowledge could be ascertained from previous records, transfer of information from other providers, diagnosis by the provider, or querying the patient.³</p>