User Documentation

CIHI Submission Manual

Applicable for TREAT version 4.0.1.0 and forward

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Introduction

TREAT is a compilation of healthcare assessment tools that enhance the efficiency and quality of care provided to patients.

This software is designed to be an integral part of the electronic health record and will replace the vast array of paper-based administrative and clinical assessment tools. TREAT is designed to host these tools on a single platform. TREAT will capture the specialized data gathered during the assessment process to provide users with instant outcomes and by using TREAT healthcare practitioners will have access to information based on evidenced-based practices. This crucial information relating to a client's treatment can be accessed on any computer with an internet connection as TREAT is a web-based application.

TREAT is a modular application designed to allow the customization necessary to work seamlessly in your facility. As such, certain features or functionalities may not be the same as described in this manual. Any customizations specific to your organization will be supplemented with additional training materials and documentation and if necessary this will be covered in your training sessions.

This TREAT CIHI Submission Manual includes screen-shots of the application to assist you to navigate through TREAT, enter data in TREAT and in general to use the TREAT application to submit data to CIHI.

Facilities

Creating a Facility

Before submitting assessment data to CIHI, each facility must first submit a facility profile. The person designated as TREAT Administrator for the facility is responsible for logging into the TREAT Administration module and completing the location mapping and the facility profile information.

This is a one-time task. Once a facility is created, you can edit it as necessary, but you do not have to recreate it again.

1. Log in to the TREAT admin module.
2. From the menu, click Organizations, then Facilities. This takes you to the Facility List page.

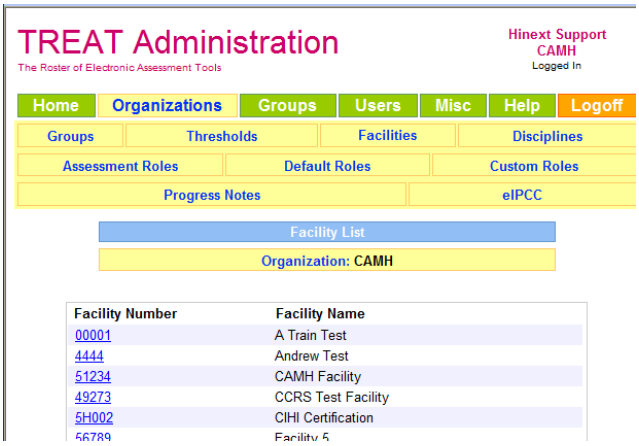

Figure 1 - Facility List Page

3. Click the Create New Facility button. This takes you to the Create Facility page.

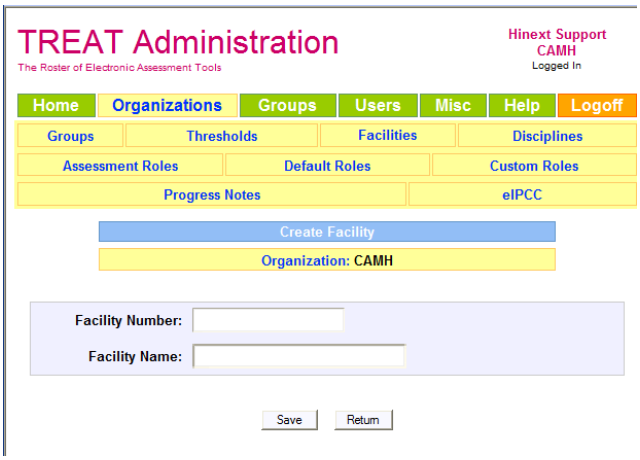

Figure 2 - Create Facility Page

4. Enter your Facility Number and Name.
5. Click the Save button. You are now at the Edit Facility page. This is where you specify your facility's details.

Figure 3 - Edit Facility Page

Depending on your organization's setup, you may see CCRS, NRS, OMHRS, and/or others as listed submission modules.

Mapping Locations

You need to specify the locations or units that you want associated with this facility.

1. Click the Locations link. This takes you to the Facility Location Mappings page.

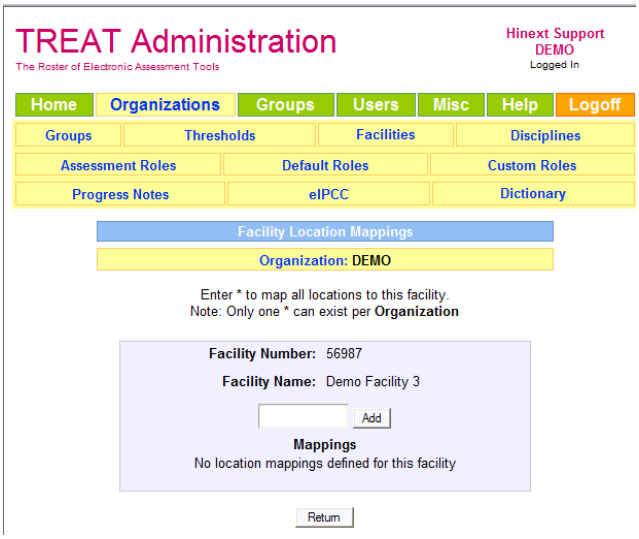

Figure 4 - Facility Location Mapping Page

2. Enter the location code you want to include as part of this facility. If you want all the locations at your facility to be included in this facility, enter an asterisk (*)
3. Click the Add button. This adds the location to this facility mapping.
4. If necessary, repeat steps 2 and 3 for each additional location you wish to add.
5. Click Return to go back to the Edit Facility page

Submission Fields

After you've mapped your locations, you need to create your facility submission fields.

1. Choose a submission module. Check the box that corresponds to the module your facility services.

Figure 5 - Edit Facility Page

2. Click the submission field link that corresponds to the module your facility services. E.g. if you choose OMHRS, click the OMHRS Fields link, and you are taken to the Edit Facility OMHRS Fields page.

Figure 6 - Edit Facility Fields Page

3. Answer all the questions. Leave out brackets and dashes for phone numbers.
4. Click the Save Profile button. If at least one of your answers is not valid, you will receive a warning and you have to correct it. If all your answers are valid, you will return to the Edit Facility page and it will say OMHRS Fields created.

Figure 7 - Edit Facility Page

5. Click Return to go back to the Facility List page, and log off. You have created and saved your facility.

Editing a Facility

Follow these steps if you need to edit a facility (change location codes or submission fields).

1. Log in to the TREAT admin module.
2. From the menu, click Organizations, then Facilities. This takes you to the Facility List page.
3. Click the number for the facility you want to edit
4. To edit the location mapping, follow the instructions for mapping locations on page 4
5. To edit the submission fields, follow the instructions for submission fields on page 5

You are required to check your facility's information at least once a year, prior to submitting your facility profile to CIHI, and make changes as necessary.

Facility Profiles

Creating a Facility Profile

Once the facility is created, you can log in to the TREAT user module and generate a submission file for it.

This is an annual task. You need to recreate and resubmit your facility profile if it changes. Otherwise you do this once a year.

The sections below use OMHRS submissions as an example. But the same steps apply for other modules.

1. Log in to the TREAT user module.
2. From the menu, click Data Manager, then OMHRS (if that's the submission you are working on). This takes you to the OMHRS Submission List page.

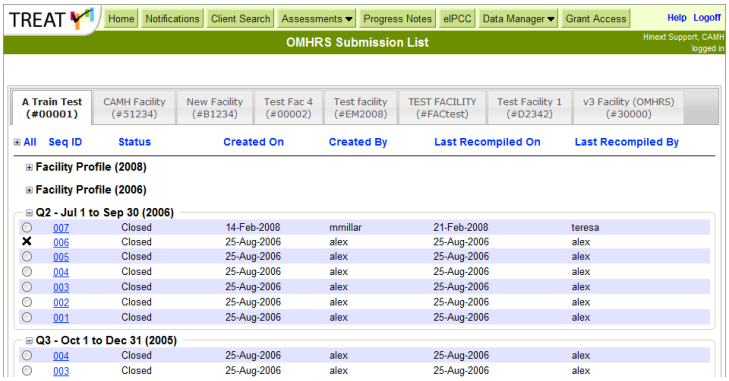

Figure 8 - Submission List

On this page you will see the following

- Various facilities listed as tabs at the top of the page.
- Previous submissions for this facility, if there are any. You will see them listed, grouped by type (facility profile or assessment data) and quarter.
- If there is an open submission, it is listed in bold. There can only be one open submission per facility at any given time. You may need to expand the groups to see the open submission.

3. From the drop down box at the bottom of the page, select Generate New Submission. This takes you to the OMHRS Submission Generation page

   If you do not see a choice for Generate New Submission and instead sees Re-compile Submission, it means there is a

submission currently open. You need to close it before you can create a new one.

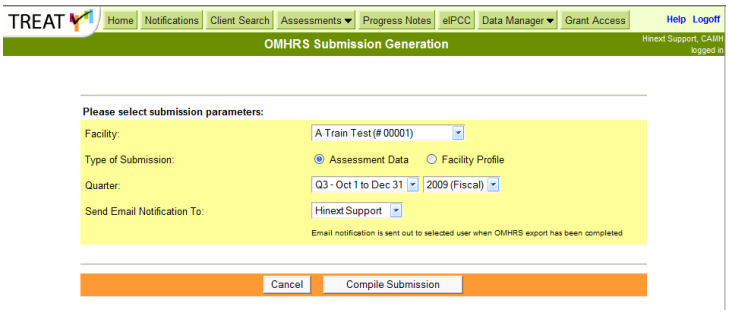

Figure 9 - Submission generation page

4. Select the facility for which you want to create a facility profile. This defaults to the one you were viewing on step 4.
5. Select Facility Profile as submission type. This hides the quarter field because there are no quarters associated with facility profiles.
6. Select the recipient whom you want to receive the email notification when the submission is finished. This defaults to you, if you have a valid email address on file in TREAT.
7. Click the Compile Submission button. This action
   - Starts the compile process
   - Sends you to the OMHRS Submission Generation Started page

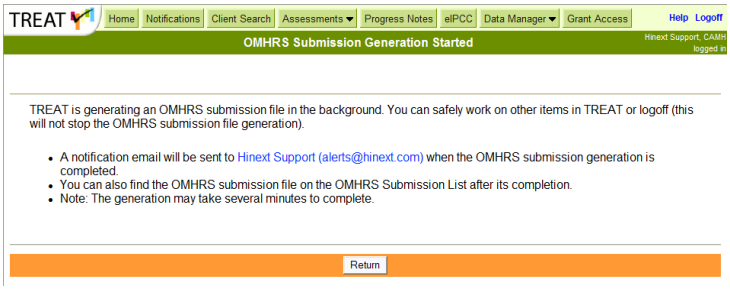

Figure 10 - Submission generated notice page

8. Click Return. This sends you back to the OMHRS Submission List page, and you should see your new facility profile being generated (in this case under Facility Profile 2009). This is denoted by the turning gears. You may need to expand the group by clicking the + button next to it to see the gears.

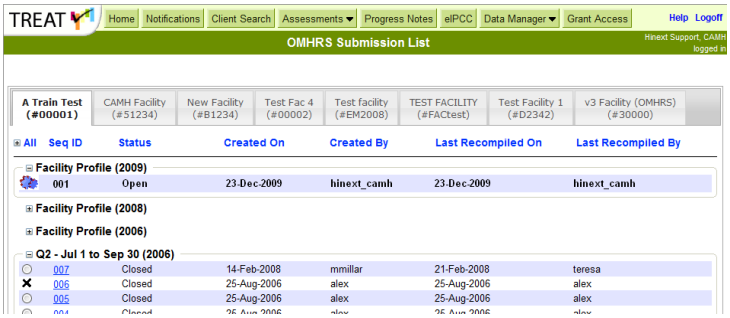

Figure 11 - Submission List Page with gears indicating generation in progress

Submitting a Facility Profile

Once the submission is generated, you will see the gears icon replaced by a radio button, and your submission is in bold, indicating it is open. It is automatically assigned a sequence ID of 001 if it's the first facility profile of the fiscal year. Subsequent profiles, if required, are numbered 002, 003, etc.

To submit it to CIHI, follow these steps.

1. From the OMHRS Submission List page, click the sequence ID link, (001 in this example). This takes you to the OMHRS Submission Edit Check page. It lists all the facility profile fields stored for this facility.

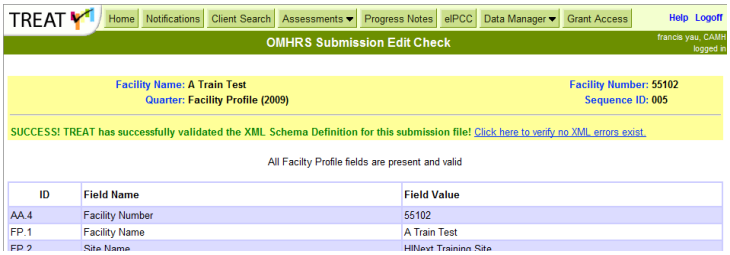

Figure 12 - Facility Profile submission edit check page

2. (OMHRS only) At the top of the page, click the verify no XML errors exist link. A window pops up telling you if there are any XML errors.
3. Confirm there are no XMLerrors.
4. Confirm there are no errors. If there are, exit out of the page and see the Editing and Recompiling instructions on page 11

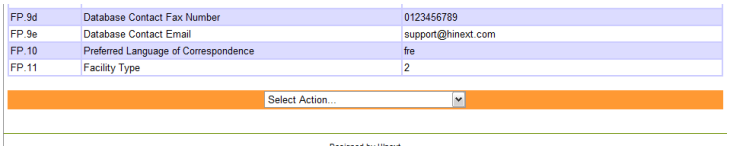

Figure 13 - no edit check errors at the bottom of the page.

5. At the bottom of the page, from the drop down box, select Download Submission. The download process starts, and you are prompted to open or save the file.

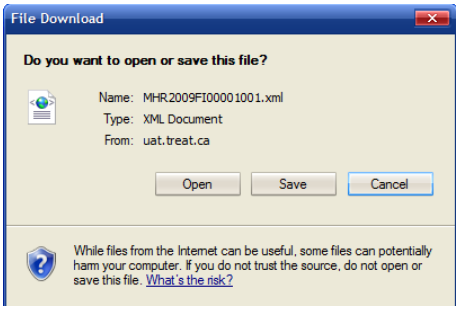

Figure 14 - File download dialog box for submission profile

6. Click Save. You're prompted where you want to save the file.
7. Save the file at the desired location.
8. From outside TREAT (do not log out of or close TREAT), upload file to CIHI via eDSS.
9. Go back to TREAT. You should still be in the OMHRS Submission Edit Check page.
10. At the bottom of the page, from the drop down box, select Close Submission Sequence. A prompt asks you are sure you want to close the submission.

Figure 15 - Close submission dialog box

11. Click OK. You return to the OMHRS Submission List page, and your submission is now closed (it is not listed in bold).

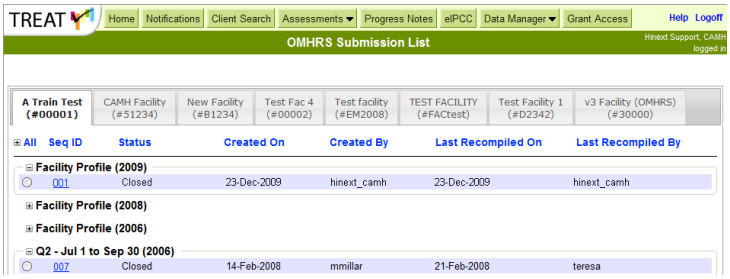

Figure 16 - Submission List page with closed facility profile

Editing and Recompiling a Facility Profile

If your facility profile is incorrect, you can fix it, recompile it, and send in the corrected version. This only works if the submission is still open in TREAT and if you have not sent it to CIHI already.

1. Log in to the TREAT admin module.
2. Edit the facility following the steps listed on page 7.
3. Log out of the admin module.
4. Log in to the user module, and go to the OMHRS Submission List page
5. From the OMHRS Submission List page, click the submission ID link for the incorrect submission. This takes you to the OMHRS Submission Edit Check page. It lists all the fields entered when the facility was created.
6. At the bottom of the page, from the drop down box, select Recompile Submission. This action
   - Starts the compile process
   - Sends you to the OMHRS Submission Generation Started page
7. Click Return. This sends you back to the OMHRS Submission List page, and you should see your new facility profile being generated

Resubmitting a Facility Profile

If your facility profile is rejected by CIHI, you cannot change it and send the same one in again. You have to delete the old one and create a new one.

1. Log in to the user module, and go to the OMHRS Submission List page.
2. From the OMHRS Submission List page, click the sequence ID link. This takes you to the OMHRS Submission Edit Check page.
3. At the bottom of the page, from the drop down box, select Mark Submission Sequence as Rejected. A prompt asks you are sure you want to delete the submission.

Figure 17 - Delete submission dialog box

4. Click OK. You return to the OMHRS Submission List page, and your submission is now marked as rejected (there is an X icon beside it).

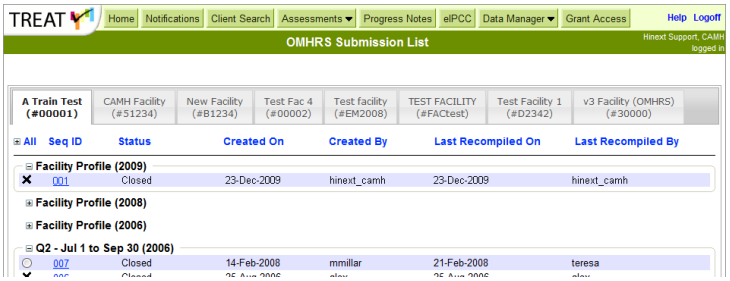

Figure 18 - Submission List page with rejected facility profile

5. Follow the steps on page 8 to create a new facility profile. The steps are the same as before, except this time the sequence ID increments by one (e.g. from 001 to 002).
6. Follow the steps on page 10 to submit the newly created facility profile.

Assessment Data

Creating an Assessment Data Submission

Once your facility profile is accepted by CIHI, you can create and submit your assessment data. The steps are very similar to those for a facility profile.

The sections below are for OMHRS submissions. But the same steps apply for other modules.

1. Log in to the TREAT user module.
2. From the menu, click Data Manager, then OMHRS (if that's the submission you are working on). This takes you to the OMHRS Submission List page.
3. From the drop down box at the bottom of the page, select Generate New Submission. This takes you to the OMHRS Submission Generation page.

   If you do not see a choice for Generate New Submission and instead sees Re-compile Submission, it means there is a submission currently open. You need to close it before you can create a new one.

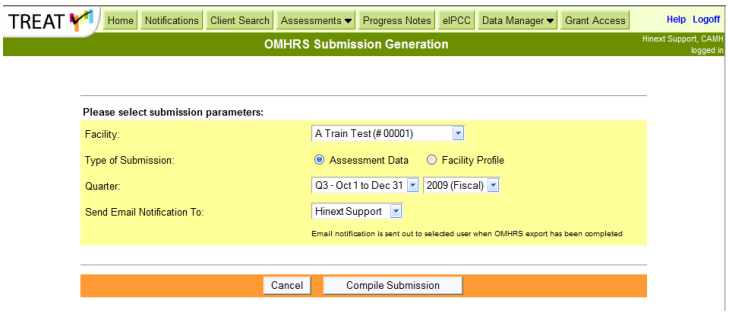

Figure 19 - Submission generation page

4. Select the facility for which you want to create a data submission. This defaults to the one you were viewing on step 2.
5. Select Assessment Data as submission type. This is the default choice.
6. Select the quarter you want to send assessment data for.
7. Select the recipient whom you want to receive the email notification when the submission is finished. This defaults to you, if you have a valid email address on file in TREAT.
8. Click the Compile Submission button. This action
   - Starts the compile process
   - Sends you to the OMHRS Submission Generation Started page

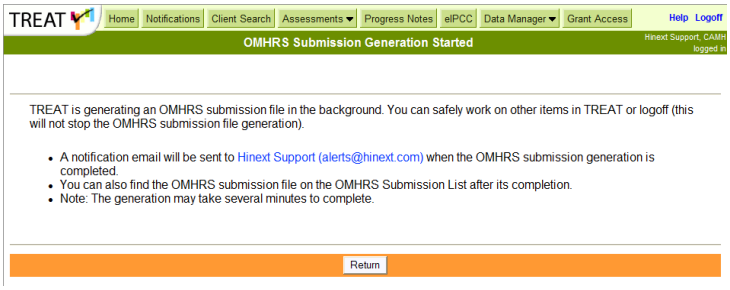

Figure 20 - Submission generated notice page

9. Click Return. This sends you back to the OMHRS Submission List page, and you should see your new submission being generated (in this example below, under Q3 2009). This is denoted by the turning gears. You may need to expand the group by clicking the + button next to it to see the gears.

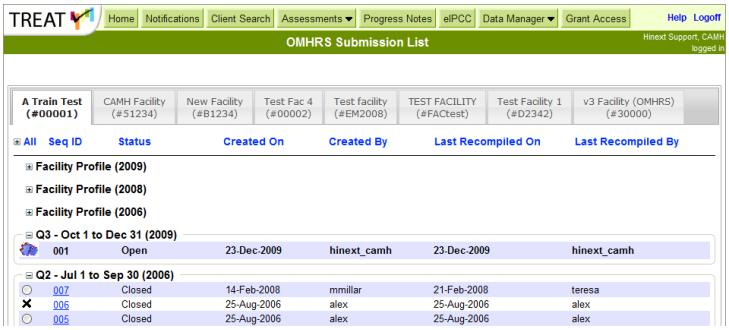

Figure 21 - Submission List Page with gears indicating generation in progress

Submitting an Assessment Data Submission

Once the submission is generated, you will see the gears icon replaced by a radio button, and your submission is in bold, indicating it is open. It is automatically assigned a sequence ID of 001 if it's the first assessment data submission of the quarter. Subsequent submission, if required, are numbered 002, 003, etc.

To submit it to CIHI, follow these steps.

1. From the OMHRS Submission List page, click the sequence ID link (001 in this example). This takes you to the OMHRS Submission Edit Check page. It lists all the assessments included in this particular submission.

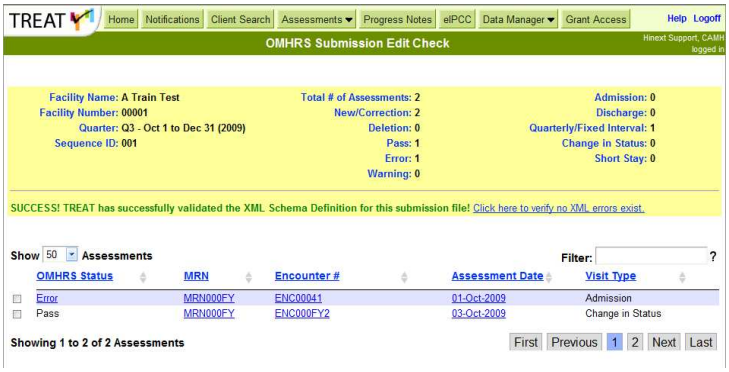

Figure 22 - Assessment submission edit check page

On this page you will see the following

- A submission-at-a-glance section at the top, listing the submission's notable counts
- (OMHRS only) The XML validation link at the top
- Clickable column headers that lets you sort by that column
- A list of all the assessments included in the submission. This example has two.

- A box that lets you filter the assessment list. Place your mouse cursor over the question mark to see some examples of how to use this feature
- Live links that lets you navigate to the client, encounter, and assessment info when you click on the MRN, Encounter Number, and Assessment Date respectively
- Live links that shows you an assessment's errors right on the page itself, without navigating away. You can view these errors (figure 23 below) by clicking the Error link under the Status column on the left.

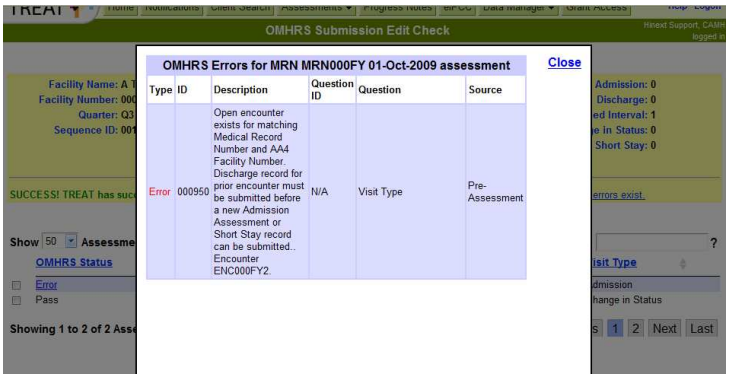

Figure 23 - edit check errors in a pop-up window, in front of the dimmed assessment list page

- A select box that lets you choose whether to show 10, 25, 50, 100, or all of your assessments on one page.
- Page navigation buttons

2. Confirm there are no XML errors.
3. Confirm there are no assessment errors. If there are, fix them as necessary.
4. At the bottom of the page, from the drop down box, select Download Submission. A reminder appears to zip the file before sending to CIHI.

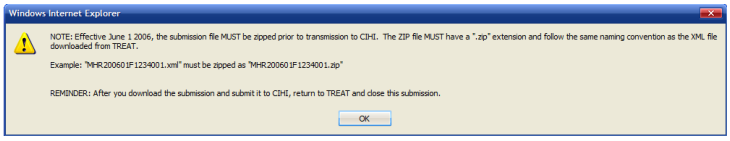

Figure 24 - Reminder to zip before sending to CIHI

5. Click OK. The download process starts, and you are prompted to open or save the file.

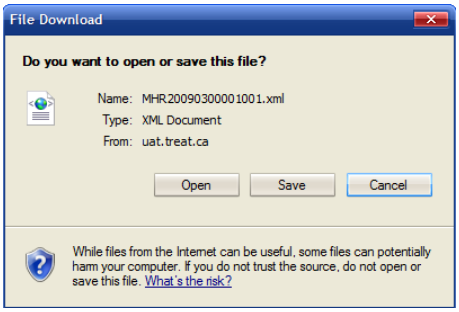

Figure 25 - File download dialog box for submission profile

6. Click Save. You're prompted where you want to save the file.
7. Save the file at the desired location.
8. From outside TREAT (do not log out of or close TREAT), zip the file and upload zip file to CIHI via eDSS.
9. Go back to TREAT. You should still be in the OMHRS Submission Edit Check page.
10. At the bottom of the page, from the drop down box, select Close Submission Sequence. A prompt asks you are sure you want to close the submission.

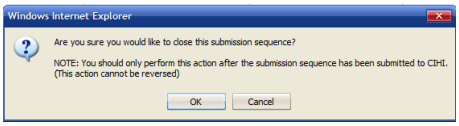

Figure 26 - Close submission dialog box

11. Click OK. You return to the OMHRS Submission List page, and your submission is now closed (it is not listed in bold).

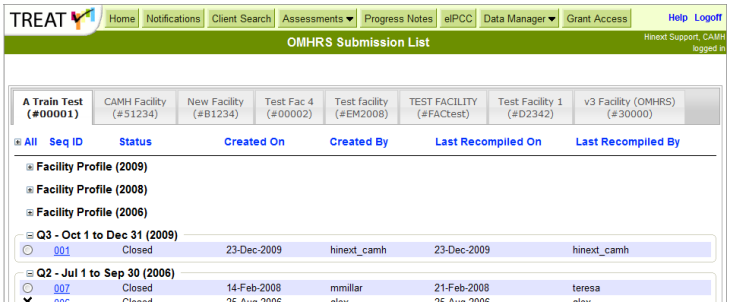

Figure 27 - Submission List page with closed facility profile

Editing and Recompiling an Assessment Data Submission

If your assessment data submission has errors or is incorrect, you can fix it, recompile it, and send in the corrected version. This only works if the submission is still open in TREAT and if you have not sent it to CIHI already.

1. Log in to the user module, and go to the OMHRS Submission List page.

2. From the OMHRS Submission List page, click the submission ID link for the incorrect submission. This takes you to the OMHRS Submission Edit Check page. It lists all the assessments in this particular submission.
3. At the bottom of the page, from the drop down box, select Recompile Submission. This action
   - Starts the compile process
   - Sends you to the OMHRS Submission Generation Started page
4. Click Return. This sends you back to the OMHRS Submission List page, and you should see your new assessment data submission being generated

Resubmitting an Assessment Data Submission

Entire File (All Assessments) Rejected

If you receive a feedback report from CIHI saying they rejected your entire submission file, you cannot just change it and send the same one in again. You have to mark it as rejected and create a new one.

1. Log in to the user module, and go to the OMHRS Submission List page.
2. From the OMHRS Submission List page, click the sequence ID link. This takes you to the OMHRS Submission Edit Check page.
3. At the bottom of the page, from the drop down box, select Mark Submission Sequence as Rejected. You can only do this if your submission is closed.
   A prompt asks are sure you want to mark the submission as rejected.

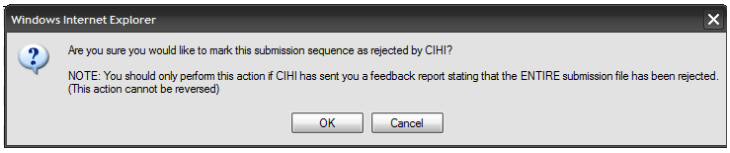

Figure 28 - Delete submission dialog box

4. Click OK. You return to the OMHRS Submission List page, and your entire submission is now marked as rejected (there is an X icon beside it).

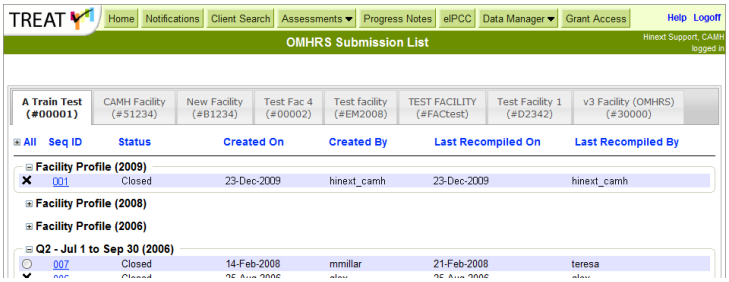

Figure 29 - Submission List page with rejected facility profile

5. Follow the steps on page 13 to create a new assessment data submission. The steps are the same as before, except this time the sequence ID increments by one (e.g. from 001 to 002).
   This submission will include all the assessments in your rejected submission, as well as any new or corrected assessments that were not in the original submission
6. Follow the steps on page 15 to submit the newly created facility profile.

Some Assessments Rejected

If you receive a feedback report from CIHI saying they rejected some of your assessments, but others were accepted, you cannot just change the rejections and send the same submission in again. You have to mark them as rejected and create a new submission.

1. Log in to the user module, and go to the OMHRS Submission List page.
2. From the OMHRS Submission List page, click the sequence ID link. This takes you to the OMHRS Submission Edit Check page.
3. On the left hand side of the page, check off the assessments that CIHI rejected.

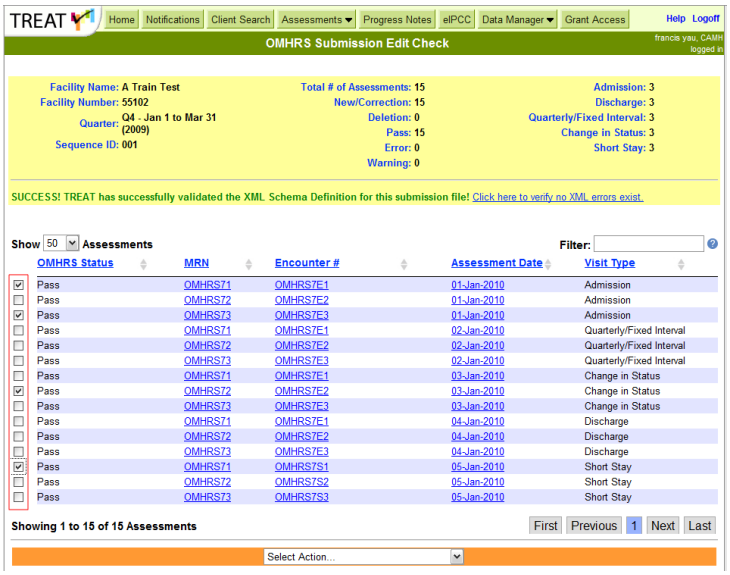

Figure 30 - Checking off assessments that CIHI rejected

4. At the bottom of the page, from the drop down box, select Mark Assessment as Rejected. A prompt asks are sure you want to mark the selected assessments as rejected.

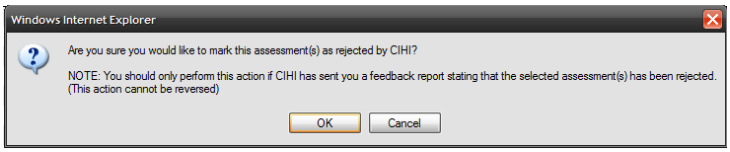

Figure 31 – Reject assessments dialog box

5. Click OK. You return to the OMHRS Submission Edit Check page, and your assessments are now marked as rejected (there is an X icon beside it).

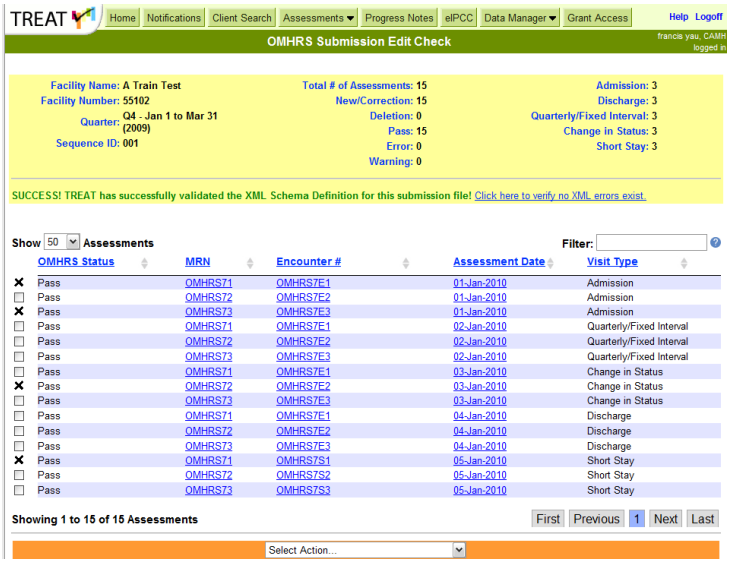

Figure 32 - Submission Edit Check page with rejected assessments

6. Follow the steps on page 13 to create a new assessment data submission. The steps are the same as before, except this time the sequence ID increments by one (e.g. from 001 to 002).
   This submission will include only the assessments you rejected, as well as any new or corrected assessments that were not in the original submission
7. Follow the steps on page 15 to submit the newly created assessment data submission.