



Update
April 16, 2004

Improvements made to Web-based submission and editing process: For the 1Q04 data collection cycle, the following enhancements have been made to the data submission interface:

- The Batch Review page now displays the data type (AMB, EDV, INP) associated with each batch.

- A Detail Error Report is now available.

(Click on "Create Report" from the dropdown menu. Select "Detail Error Report". Select the batch. Select the error type.)

- Invalid records included in the Detail Error Report may be now printer-friendly -- one page per record for ease in distribution and editing.

- Apparent duplicate records can be corrected in the editing process by modifying patient control numbers or deleting the record if appropriate.

*(Identify apparent duplicate patient numbers by clicking on "View" on the Batch Review page. Error types are listed. If you see "Duplicate Records" select "Create Report" from the dropdown menu. Select "Detail Error Report." Select the batch with the apparent duplicate patient numbers. Select "Duplicate Record" under Error Type. Select "All Records" under the "Record" option. Print the records. Select "Find Patient Record" from the dropdown menu. Enter an apparent duplicate record number. Both records with the same number will appear. Click on the record number you want to change or delete. The Edit Record will appear. If the records are not duplicates, select "Edit Patient Control Number" at the bottom of the page. Enter the new patient control number or simply enter the existing number with a suffix such as "a." Click on **Update**. If the records are duplicates, select "**Delete Record**."*

Baker's Dozen: Thirteen facilities have already submitted 1Q04 data. A total of 7400 records (300 invalid) are already in the pipeline. Thanks for being prompt!

Validation process continues; remember to mark your quarter complete:

Validation-related changes to 4Q03 records must be complete by **Friday, April 23**. We have received outstanding cooperation from facilities thus far. It is clear you share our commitment to accurate, complete data.

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If your facility has made all validation-related changes for 4Q03, you will need to re-close the quarter. Go to “Menu” and click on “Batch Review.” Next to “4th Quarter 2003,” **click on the “Mark Complete” button.** This will re-close your quarter. **Do not click on Submit Batch.** This will resend the entire batch and create duplicate-record errors.

Deadlines nears for Annual, Fiscal, and Uncompensated Health Care Plan Surveys: Facilities with a 12/31/03 fiscal-year end that need extra time to complete their Annual Survey, Fiscal Survey, or Uncompensated Health Care Plan must request an extension by early next week (see deadlines below). **Facilities that do not request an extension by the stated deadlines must submit their surveys by the end of April.**

If you haven’t taken the time to familiarize yourself with WHA Information Center’s paperless survey submission tool, now is the time! We are always available to help if needed.

Data Consumer User Group Meets: With our first quarterly data collection cycle nearing an end, WHA Information Center convened a meeting of its Data Consumer User Group on April 15. The group, representing current and potential purchasers or users of Wisconsin health care data, provided useful and constructive comments to Information Center staff members.

Release of standard data sets for 4Q03 is scheduled for May 17.

Important Dates and Deadlines

- April 19:** Deadline to request 30-day extension for 2003 Fiscal Survey and Uncompensated Health Care Plan (12/31 fiscal-year ends).
- April 20:** Deadline to request 30-day extension for 2003 Annual Survey of Hospitals (12/31 fiscal-year ends).
- April 23:** Deadline for correction of 4Q03 validation queries.
- April 29:** Standard deadline for submission of 2003 Fiscal Survey and Uncompensated Health Care Plan (12/31 fiscal-year ends).
- April 30:** Standard deadline for submission of 2003 Annual Survey of Hospitals (12/31 fiscal-year ends).
- May 5:** Deadline to request 30-day extension for submission of 1Q04 data.
- May 17:** Standard deadline for submission of 1Q04 data.
WHA Information Center scheduled to release standard data sets for 4Q03.
- June 15:** Extended deadline for submission of 1Q04 data.