Quality Data Correction (QDC) Tool:
Submitting Corrections

Access the Quality Data Correction (QDC) Tool via the **Quality Provider Program Report Hub**. Use this tool to enter submissions and view approvals/submissions by following these steps:.

1. From the QPP Reports Hub, select the Quality Data Corrections Tool.

2. Once you log in, the report will default to the "Submissions" screen.

Quality Provider Program Report Hub

Report	Description	
2024 Quality Provider Program Dashboard	Summary and detail information related to measures in 2024	🔗
2023 QPP Clinical Summary	Compilation of success metrics related to measures in 2023	🔗
2023 QPP Gaps in Care List	Detailed list of Gaps in Care related to measures in 2023	🔗
2023 QPP Gaps in Care for Download	Direct link to the Download tab on the Gaps in Care report for 2023	🔗
2022 Medical Home Clinical Summary	Compilation of success metrics related to measures in 2022	🔗
2021 Medical Home Clinical Summary	Compilation of success metrics related to measures in 2021	🔗
2020 Medical Home Clinical Summary	Compilation of success metrics related to measures in 2020	🔗
Hospital Census	List of members admitted to the hospital or ED in the last 7 days	🔗
Case & Disease Management Patient List	List of members with active Case or Disease Management Cases	🔗
Gaps in Care Form	Printable form for clinics to identify gaps in care	🔗
Medicare Advantage STARS : Provider	5 HEDIS and 4 POA Pharmacy/CMS measure performance data available by provider	🔗
Quality Data Corrections Tool	Submit a correction for Medical Home data	🌐
2023 Chronic Condition Assessment Report	Summary of 2023 Chronic Conditions for Attributed Members	🔗

selecthealth. — DeShayla Williams

Quality Data Correction Tool : **Submissions** — Select User Profile: Admin, Reviewer, Operat... ▾ — 🔍 Search — ⊕ **Enter Another Correction**

Data Correction Tool ▾

Correction	Member	Provider	Submitted By	Status	Comments	Entered Date	Status Reason Date	📎	👁
Comprehensive Diabetes Care		Stanley Graham		⚠ Pending		06/08/2023	06/08/2023	📎	👁
Comprehensive Diabetes Care		Stanley Graham		⚠ Pending		06/08/2023	06/08/2023	📎	👁
Comprehensive Diabetes Care		Tiffanie Haun		⚠ Pending		06/08/2023	06/08/2023	📎	👁

3. Note the "Enter Another Correction" button at top right.

Select Health

4. On the screen that opens, enter the EMPI number or Member ID number. Once you enter that number, use the tab or enter keys to auto-populate the patient information.

5. Enter the provider's last name. A drop-down list will display. The field will begin to auto-populate once you start typing the last name.

   You MUST select from the drop-down options that appear below this field for the correction to be submitted.

QDC Tool, Continued

6. Select the Category, Measure, and Component from the drop-down lists that appear when you click on the arrow at right of each field.

NOTE: Refer to the **Allowable Corrections Guide** for instruction and options.
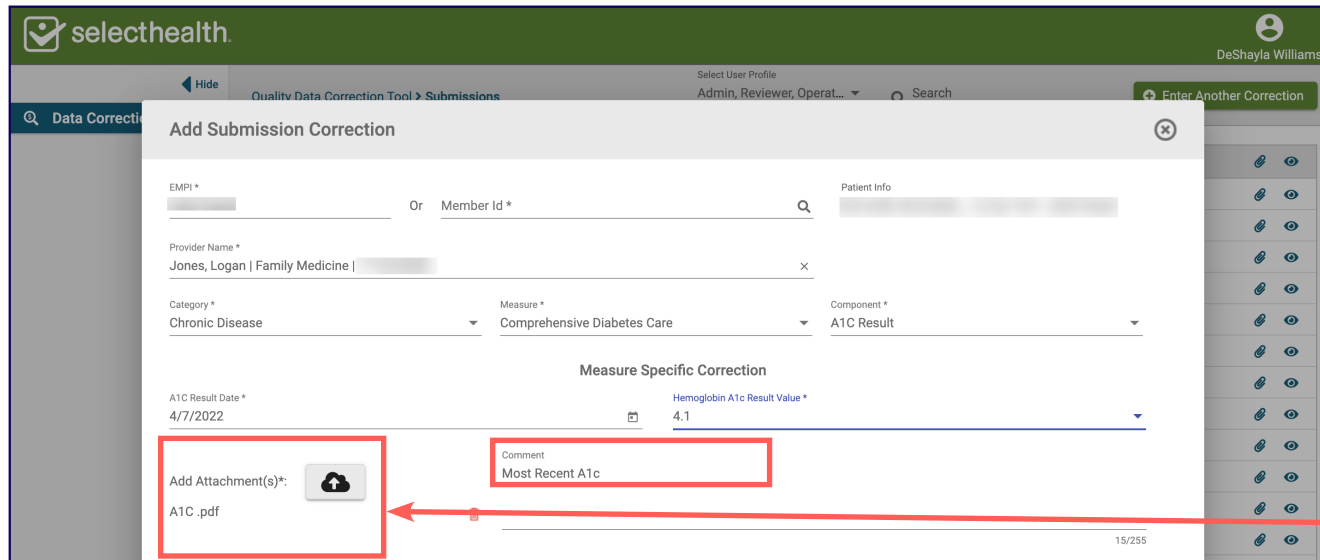
7. Upload supporting documentation and add any necessary comments. The only formats supported are .xls, .xlsx, .pdf, and .png file formats.

You can add multiple attachments; however, they must have different file names. If you upload a document with the same name, you will see an error message and will be able to replace the existing file or cancel the upload.

Select the "trash" button to delete an incorrectly uploaded document. You will then have the option to delete or cancel.

8. Click on "Review & Submit" to have an opportunity to review a summary of your submission.

NOTE: You can "Reset" at any point to start over.

9. Once you have completed and reviewed all the fields, click on the "Submit" button.

QDC Tool, Continued

10. Access more detail as follows:

— To view the status of a correction you have entered, view the "**Submissions**"page.

— To view more detail, select the "eye" icon next to the relevant submission. view the "**Submissions**" page.

— The "**View Submissions**" window will display the details, including the status and reasons for any rejection/comments from the reviewer.

TIPS FOR SUBMITTING CORRECTIONS:

- For rejected corrections, providers may have the option to resubmit the correction. Most selections will be kept except for the attachments, result date, and result value.

- When resubmitting, consider reopening and downloading the patient file so that you won't have to dig through files looking for the patient record.

- Corrections that have been resubmitted and accepted will still appear as a rejection. Do not resubmit the correction twice if the newly submitted correction was approved.

QDC Tool, Continued

An alternate method allows you to submit a correction directly from the "GAPS_LIST" tab of the dashboard by following these steps:

1. When you click on the **circle icon** on the right side of a row or the **member name** on of the "GAPS_LIST" tab, a popup will appear giving you the links to the "Member Gap Form" for printing or to "Submit correction" through the QDC tool.

2. When selecting the "Submit Correction" link in either popup, you will be directed to the QDC tool. The selected member's information and measure components will be auto-populated in the respective fields of the correction form.
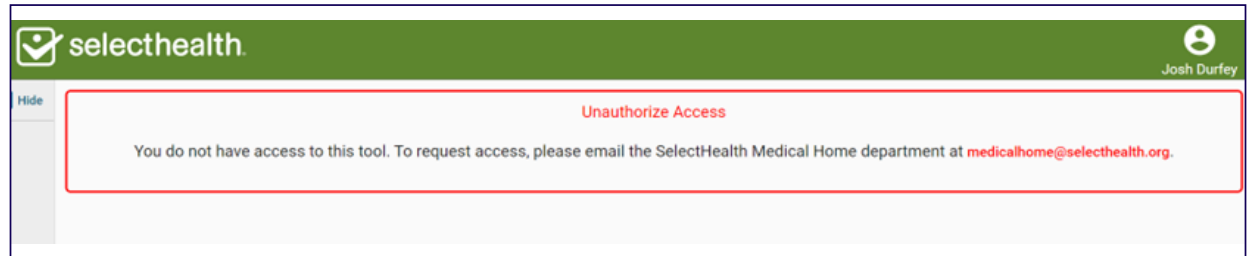
QDC Tool, Continued

Error Issues

Accessing the QDC Tool Report

If you recieve the error message at right, please send a screenshot to your QPP representative and ask if they can confirm that your account is still active. Then, follow the directions below as appropriate.

| Your account is active.	Your account is inactive.
Ask your QPP representative to submit a request to grant you access.	1. Try to access your account on a different device, such as personal computer or cellular device, apart from the clinic wifi or VPN. 2. If you **can** access your account on a different device, the cause could be the clinic's firewall/safety feature. Contact your IT for support. 3. If you **can't** access your account on a different device, please contact your QPP representative to escalate the issue. Send a screenshot and description of the error you are experiencing.

Loading or Freezing

If you leave the QDC Tool open on your browser for too long, sometimes it will freeze or have issues loading data. If you have the submit screen open, it may allow you to enter in information, but not complete the submission; or state your submission was successfully completed, when it was not.

To fix this issue, refresh your web browser. If the issue persists, exit out of your web browser entirely and reopen the tool.

If these options don't work, clear your cache. For browser-specific instructions for both Google Chrome and Microsoft Edge, review the information on .

Select Health
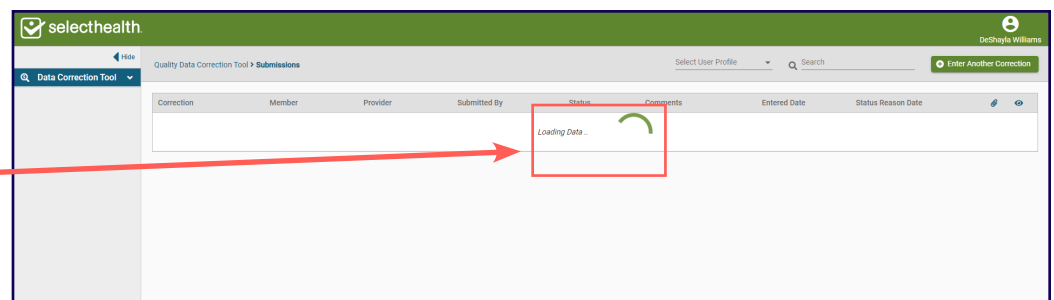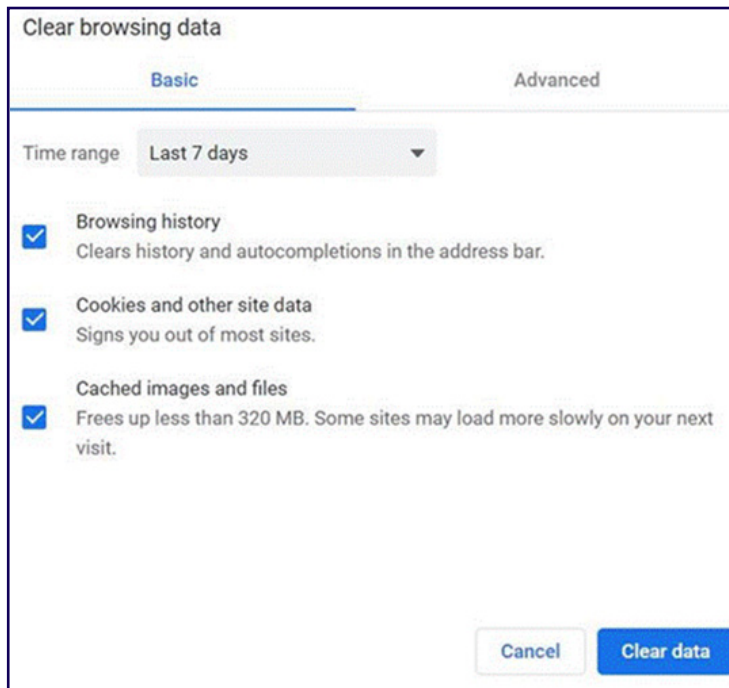
QDC Tool, Continued

General Instructions:

For all issues encountered, first clear your browser cache based on the steps listed below.

Chrome Instructions

1. Click on the Chrome window and then select "Ctrl+Shift+Delete."

2. You should then see a pop-up window (see below), and make sure ALL boxes are checked.

3. Then, click on "Clear data."

Microsoft Edge Instructions

1. Click on the Edge window, and select "Ctrl+Shift+Delete."

2. Select all four boxes in the pop-up window that opens.

3. Make sure the "Time range" is set to "All time."

4. Then, click on "Clear now."