Select Health Quality Provider Program
Report Hub Instructions: Super User

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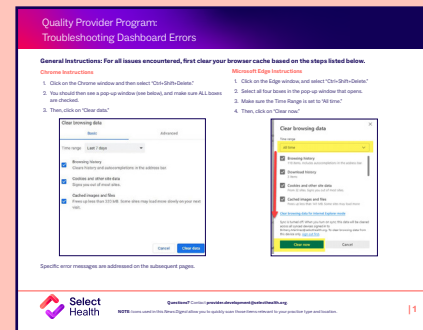
Additional Online Resources

Formatting a Gaps List in Excel
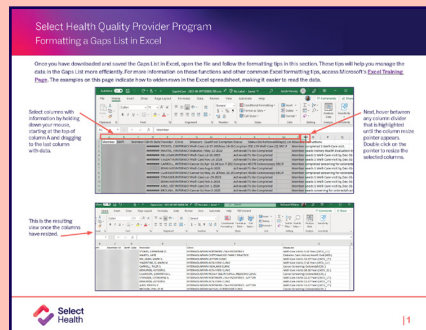
### Troubleshooting Dashboard Errors

Reviewing the MEMBER_COMPLIANCE Tab

1. Once you access the report hub, select the current QPP Dashboard (i.e., "2024 Quality Provider Program Dashboard") to view summary and detail information related to measures for the current year.

2. Once the dashboard opens, click on the table labeled MEMBER_COMPLIANCE, which provides a visual presentation of the GAPS_LIST, including every patient and measure status for all qualifying measures in our program.
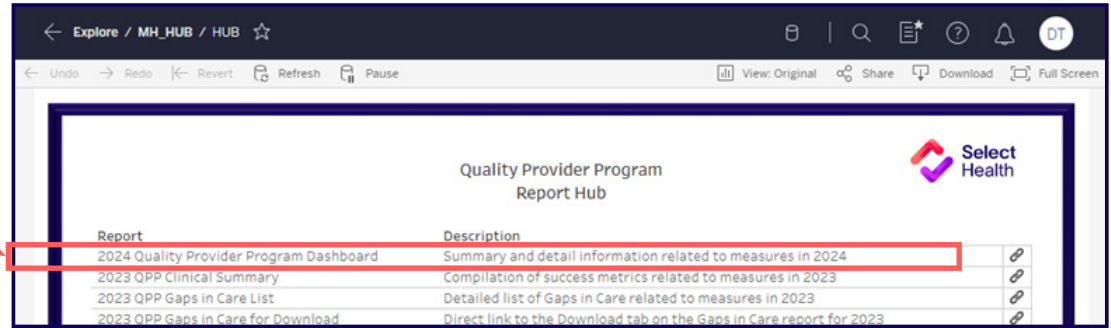
The measure status will show gaps status as follows:

— "Closed, Compliant"

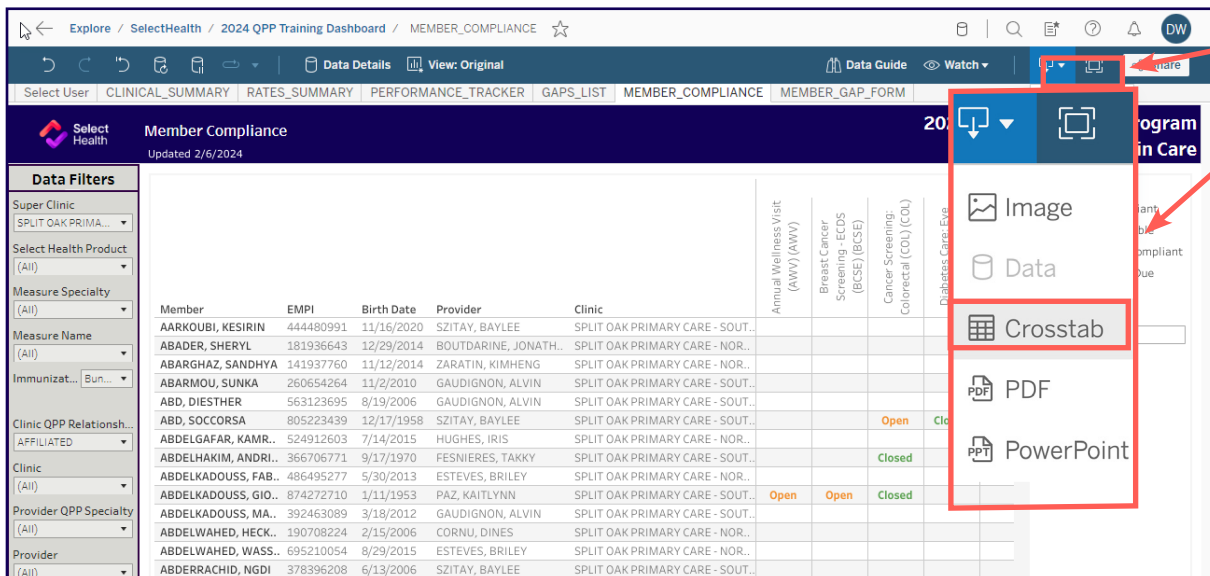— "Open, Achievable"
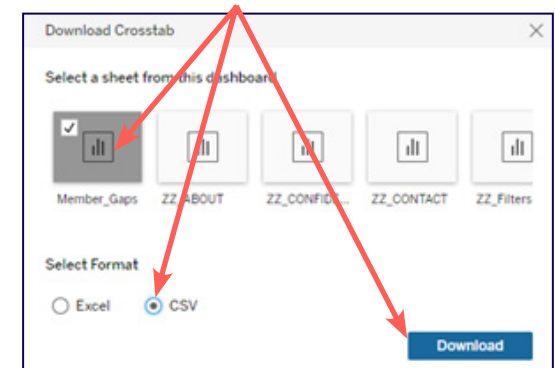
— "Closed, Non-Compliant

— "Refill Past Due"
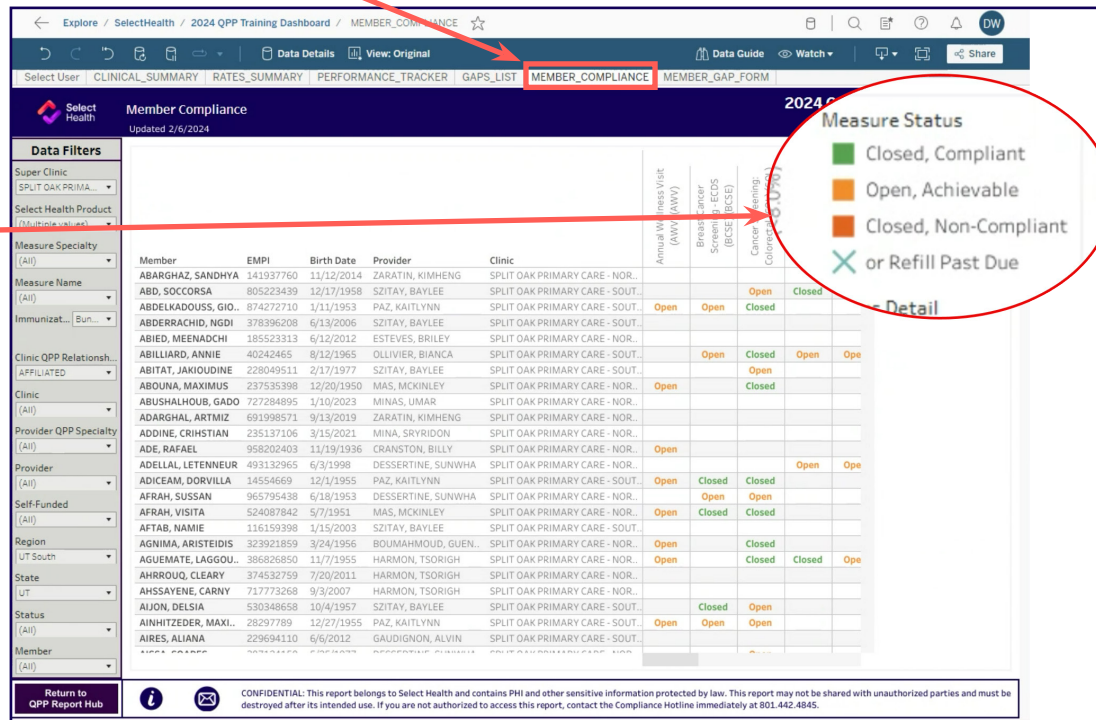
MEMBER_COMPLIANCE, Continued

3. To "Export" the data from MEMBER_COMPLIANCE, we recommend exporting as a CSV file for best results as follows:


- Click on the **Download icon** at the top right corner of the screen.
- Then, select **"Crosstab"** as the file format.
- Select the file to download as CSV to your desired location on your computer.

- After opening the CSV data file, select "Save As" an Excel workbook to allow formatting for readability and usability.
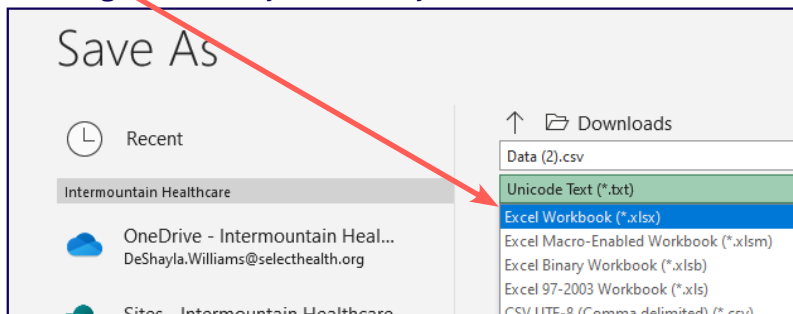
NOTE: If not saved as an Excel workbook, your CSV file will look like this:
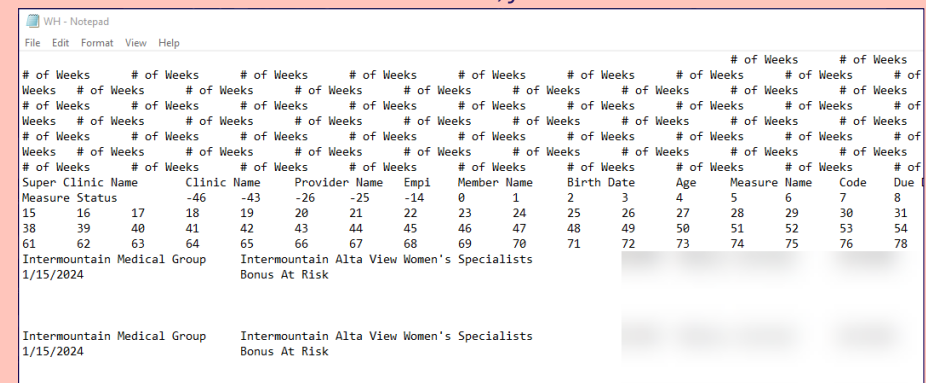
Navigating the Hospital Census Report

From the Report Hub, select the Hospital Census report. This report gives a list of patients who have been admitted to a hospital or emergency department in the last 7 days. If your clinic data is not available, this means that you have no patients who have been admitted in the past 7 days.
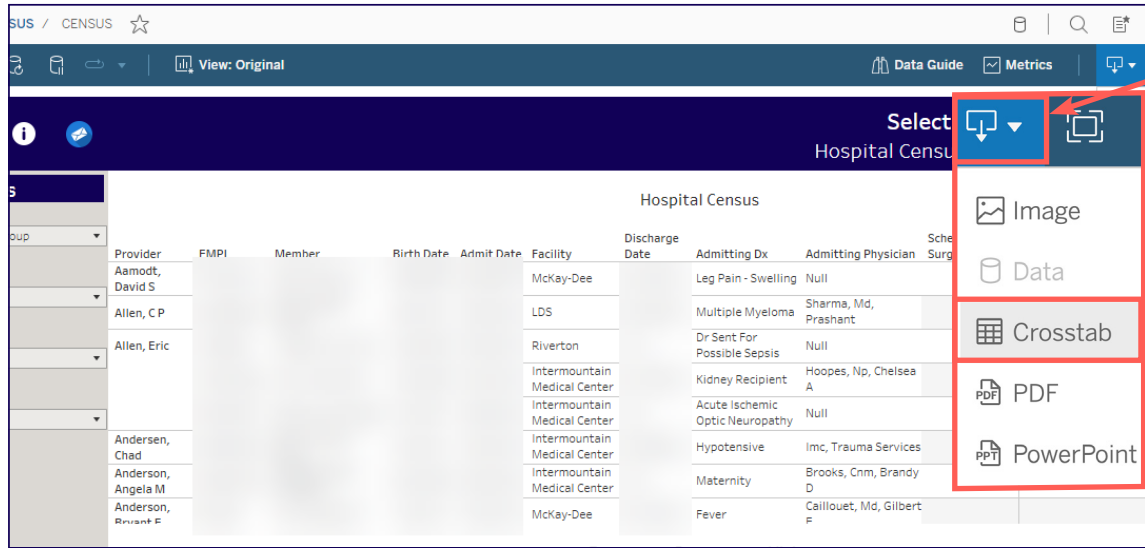
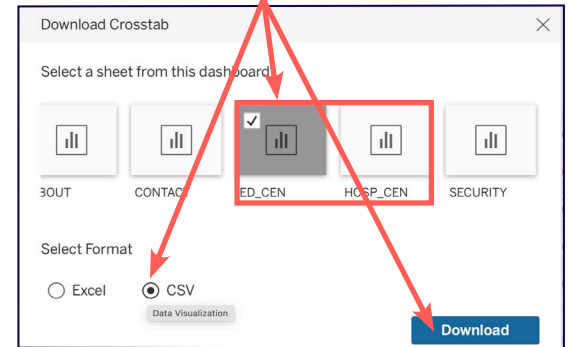# Report Hub Instructions: Super User, Continued

Hospital Census Report, Continued

To "Export," click on the select HOSP_CEN or ED_CEN data table displayed to focus on the data you would like to export. Only "Hospital Census" **OR** "Emergency Department Visits" can be exported at a time. To export as the recommended CSV file format:
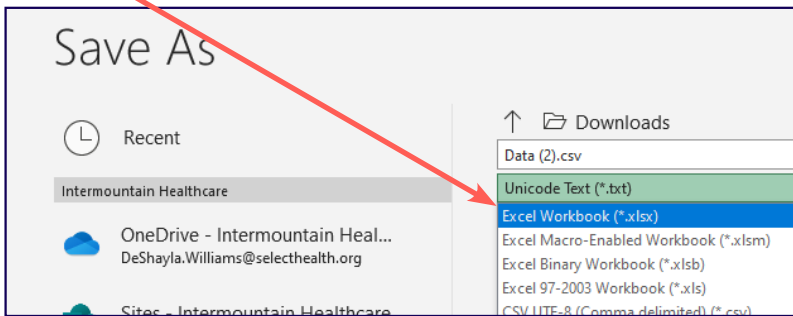
1. Click on the **Download icon** at the top right corner of the screen.

2. Then, select **"Crosstab"** as the file format.

3. Select the file to download as CSV to your desired location on your computer.

4. After opening the CSV data file, select "Save As" an Excel workbook to allow formatting for readability and usability.

NOTE: If not saved as an Excel workbook, your CSV file will look like this:
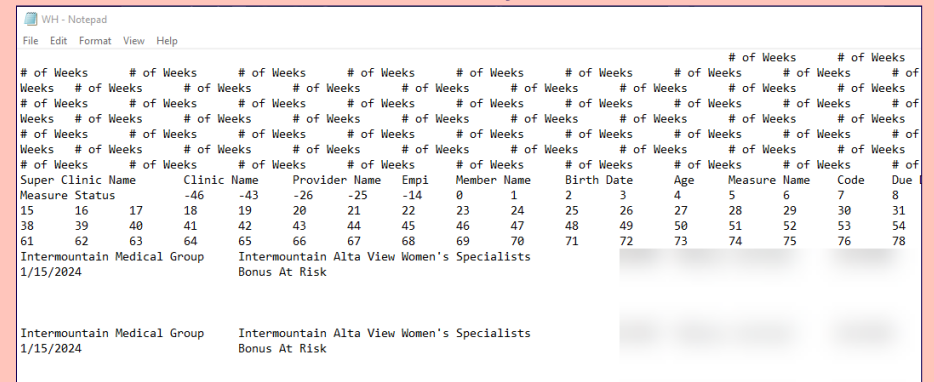
Select Health

Using the Case & Disease Management Patient List

The Case & Disease Management Patient list shows members who are currently assigned to a Select Health Case Manager.

1. Access this list from the Report Hub.

This list will also show members who had been assigned a case manager in the previous 6 months - the "Case End Date" column will list the date closed and the "Closed Reason" the reason why.
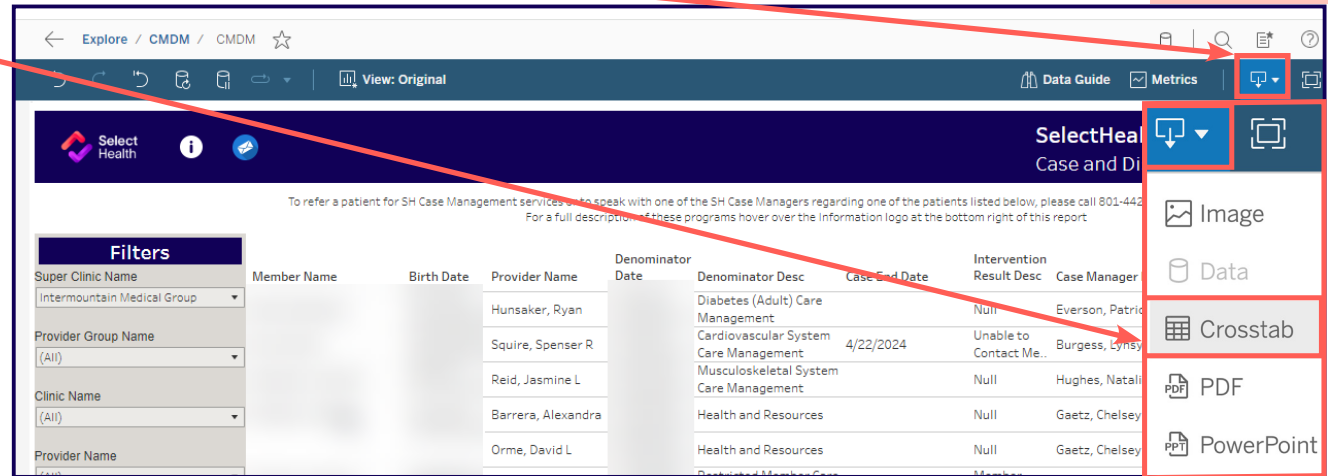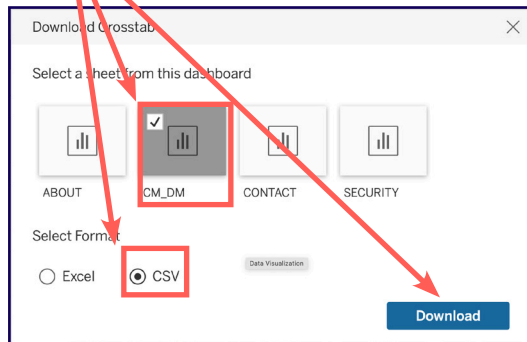
Report Hub Instructions: Super User, Continued

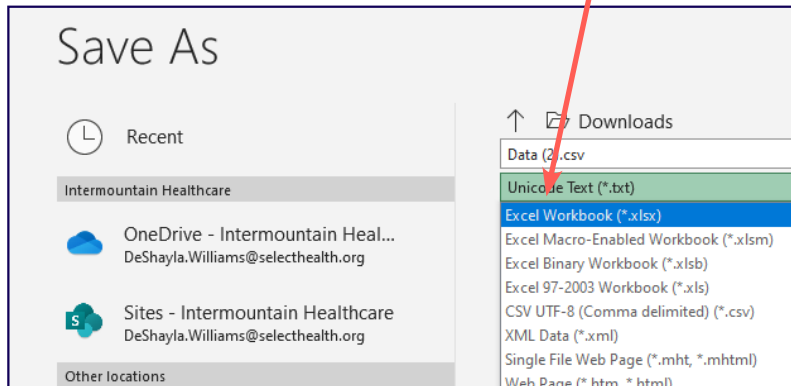*Case & Disease Management Patient List, Continued*

We recommend that you export the Case & Disease Management Patient List as a CSV file. To do so:

1. Click on the CM_DM data table displayed to focus on the data you would like to export.

2. Select the "download" icon toward the top-right of this report within your browser.

3. Choose **"Crosstab"** as the file format.

4. Select the file to download as **"CSV"** to your desired location on your computer.

5. After opening the CSV data file, select "Save As" an Excel workbook to allow formatting for readability and usability.