



# Monthly Upload: Transfer to MPOG Central



# Transfer to MPOG Overview

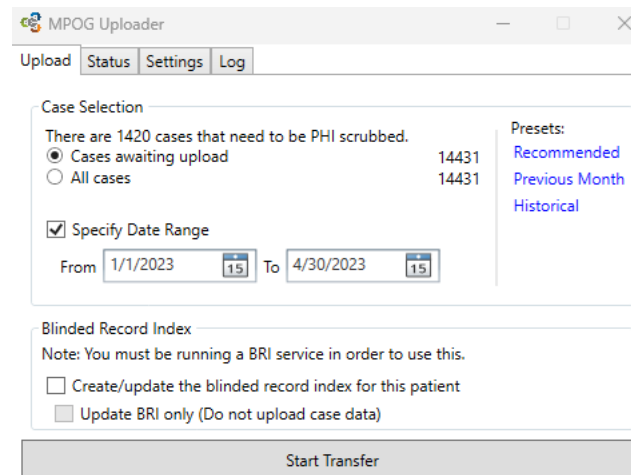
- Exports cases from your Local MPOG database and sends them to the MPOG Central Repository
- **A ‘Test Transfer’ of your local data to ‘MPOG Central’ is required prior to the initial ‘Production Transfer.’**
- MPOG Informatics Specialists will assist you with initial upload to the MPOG Central TEST and Production environments.
- Prior to transferring data to MPOG Central, PHI Scrubbing must occur. Refer to the module: Monthly Transfer - PHI Scrubber for more details on how to complete the scrubbing process.

# Accessing Transfer to MPOG Central



# Transferring to MPOG Central – TEST Environment

- The MPOG Test environment allows sites to transfer data to the Coordinating Center without impacting the larger production data set used for research and quality improvement activities.
- An MPOG Informatics Specialist will direct the transfer process for initial upload.



The screenshot shows the 'MPOG Uploader' application window. It has a menu bar with 'Upload', 'Status', 'Settings', and 'Log'. The main content area is divided into several sections:

- Case Selection:** A message states 'There are 1420 cases that need to be PHI scrubbed.' Below this are two radio button options: 'Cases awaiting upload' (selected) with a count of 14431, and 'All cases' with a count of 14431.
- Presets:** A list of three links: 'Recommended', 'Previous Month', and 'Historical'.
- Specify Date Range:** A checked checkbox labeled 'Specify Date Range' is followed by two date pickers. The first is set to '1/1/2023' and the second to '4/30/2023'.
- Blinded Record Index:** A note reads 'Note: You must be running a BRI service in order to use this.' Below the note are two checkboxes: 'Create/update the blinded record index for this patient' (unchecked) and 'Update BRI only (Do not upload case data)' (unchecked).

At the bottom of the window is a large grey button labeled 'Start Transfer'.

- Prior to beginning the transfer process, you must first specify a date range and uncheck the box next to 'Create/update the blinded record index for this patient'
- The MPOG Informatics Specialist will advise on the date range to transfer for initial upload
- Once cases have processed in Central, an MPOG Informatics Specialist will review your data and contact you with how to proceed.

The screenshot shows the 'MPOG Uploader' application window. It has a navigation bar with 'Upload', 'Status', 'Settings', and 'Log' tabs. The main content area is divided into two sections: 'Case Selection' and 'Blinded Record Index'. In the 'Case Selection' section, there are radio buttons for 'Cases awaiting upload' (selected) and 'All cases'. A date range is specified as 'From 1/1/2023 To 4/30/2023'. In the 'Blinded Record Index' section, there are checkboxes for 'Create/update the blinded record index for this patient' (unchecked) and 'Update BRI only (Do not upload case data)' (unchecked). A 'Start Transfer' button is located at the bottom of the form.

Case Selection	Count
<input checked="" type="radio"/> Cases awaiting upload	14431
<input type="radio"/> All cases	14431

Presets:  
[Recommended](#)  
[Previous Month](#)  
[Historical](#)

Specify Date Range  
From 1/1/2023 To 4/30/2023

Blinded Record Index  
Note: You must be running a BRI service in order to use this.

Create/update the blinded record index for this patient  
 Update BRI only (Do not upload case data)

Start Transfer

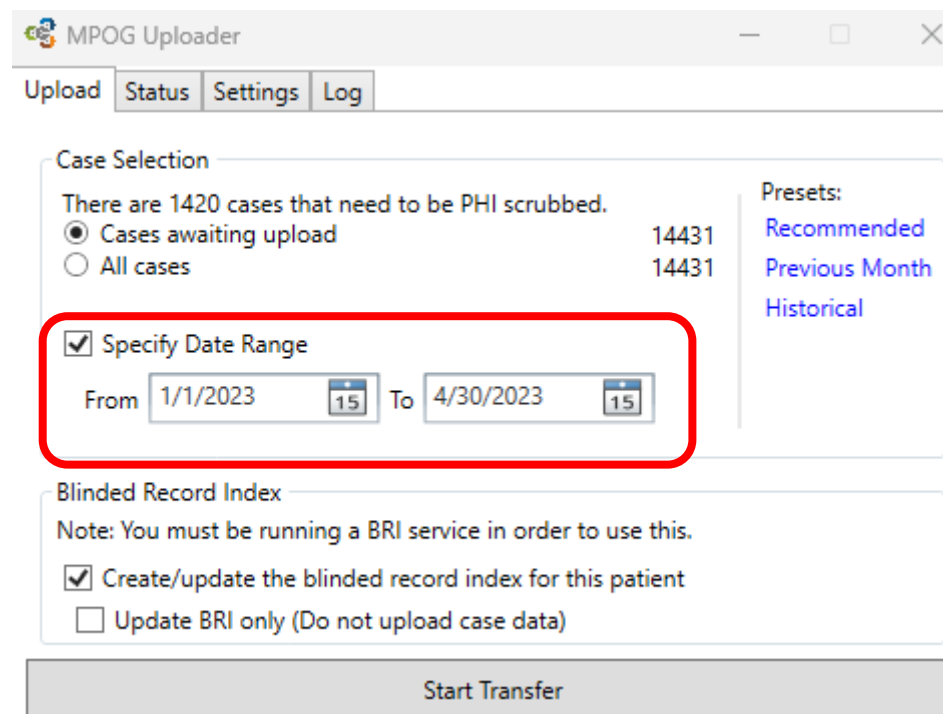
# Transferring to MPOG Central – **PRODUCTION** Environment

**Note: An MPOG Director must approve first upload to the MPOG Central Production Environment.** An MPOG Informatics Specialist will direct the transfer process for your first transfer to production.

Open 'Transfer to MPOG Central' in the MPOG Suite.

Next, choose the correct data date range prior to beginning the production transfer process and select 'Start Transfer'.

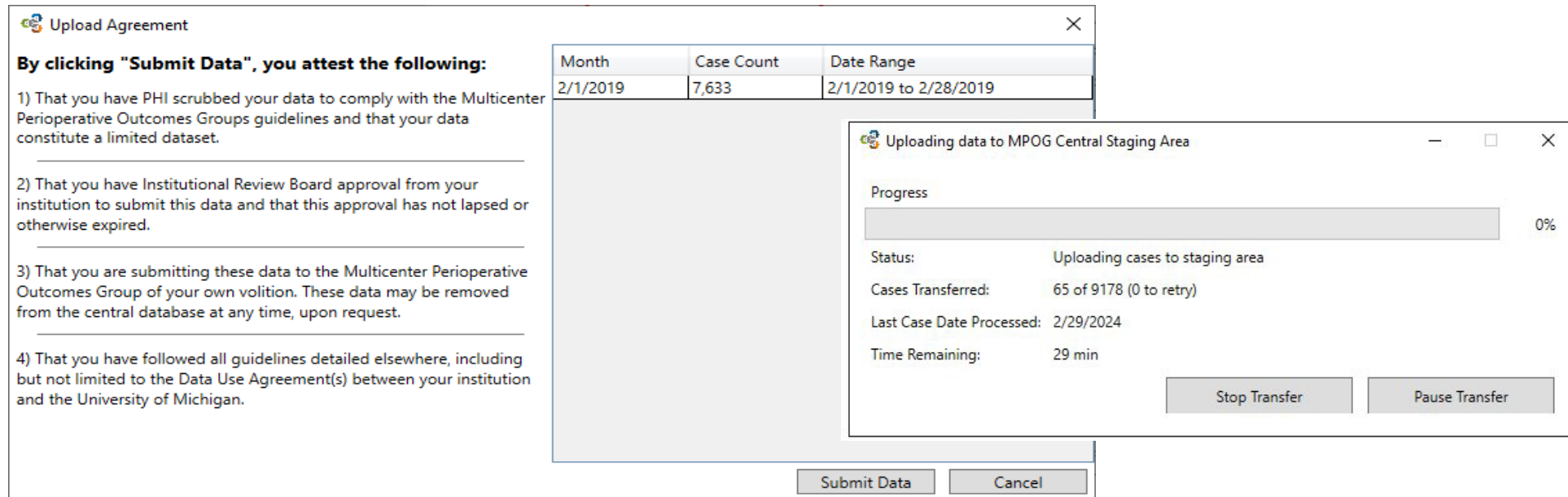
The first time you transfer to Production, you will use the same date range and presets that you did when you transferred to the Test environment.



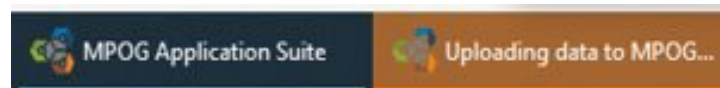
The screenshot shows the MPOG Uploader application window. The title bar reads "MPOG Uploader". Below the title bar are four tabs: "Upload", "Status", "Settings", and "Log". The "Upload" tab is active. The main content area is titled "Case Selection" and contains the following elements:

- A message: "There are 1420 cases that need to be PHI scrubbed."
- Two radio button options:
  - Cases awaiting upload 14431
  - All cases 14431
- A "Specify Date Range" section, which is highlighted with a red box. It includes a checked checkbox and two date pickers: "From 1/1/2023" and "To 4/30/2023".
- A "Blinded Record Index" section with a note: "Note: You must be running a BRI service in order to use this." It contains two checkboxes:
  - Create/update the blinded record index for this patient
  - Update BRI only (Do not upload case data)
- A "Presets" section on the right with three links: "Recommended", "Previous Month", and "Historical".
- A large grey button at the bottom labeled "Start Transfer".

After clicking 'Start Transfer' a window will display the date range and case count that you have selected for upload. Review the attestation on the left – If all four items have been completed, select 'Submit Data' to begin transfer.



When the process is complete, it will highlight in the taskbar

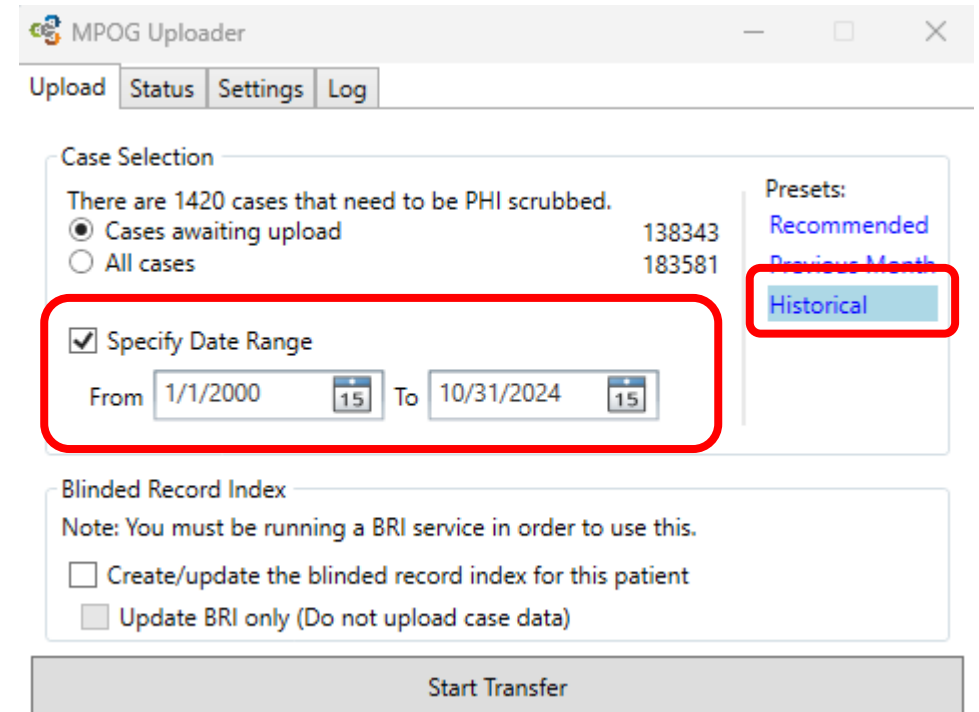




# Resubmitting Data for Transfer to MPOG Central

Occasionally, a specific date range may require re-submission to MPOG Central due to changes that were made in your site's MPOG local database after the previously scheduled monthly data upload (i.e., mapping changes, billing)

- To send historical data, choose the 'Historical' preset. You will also have to click on 'Specify Date Range' and enter the dates that you want to transfer if it is different than the default date range.
- You can uncheck the box next to 'Create/update the blinded record index for this patient' when doing Historical uploads



MPOG Uploader

Upload Status Settings Log

Case Selection

There are 1420 cases that need to be PHI scrubbed.

Cases awaiting upload 138343

All cases 183581

Presets:

Recommended

Previous Month

Historical

Specify Date Range

From 1/1/2000 To 10/31/2024

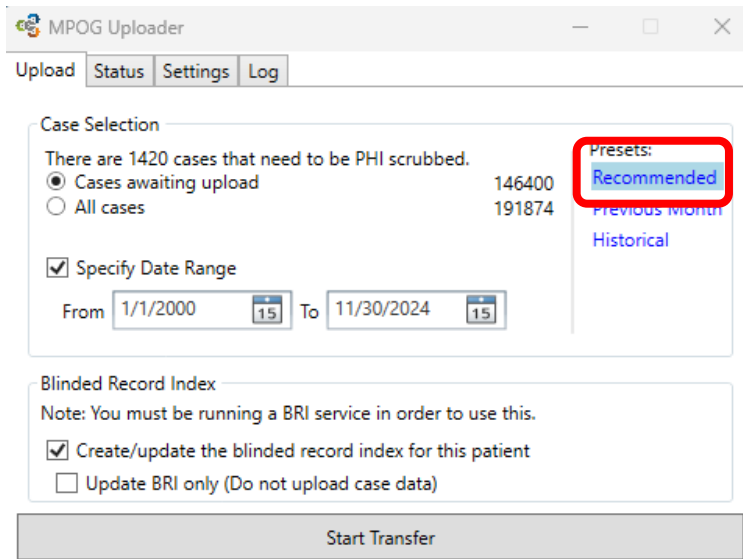
Blinded Record Index

Note: You must be running a BRI service in order to use this.

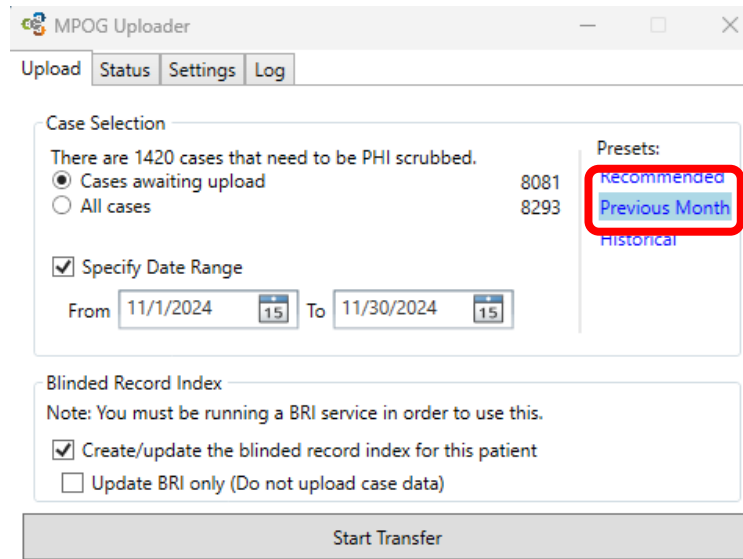
Create/update the blinded record index for this patient

Update BRI only (Do not upload case data)

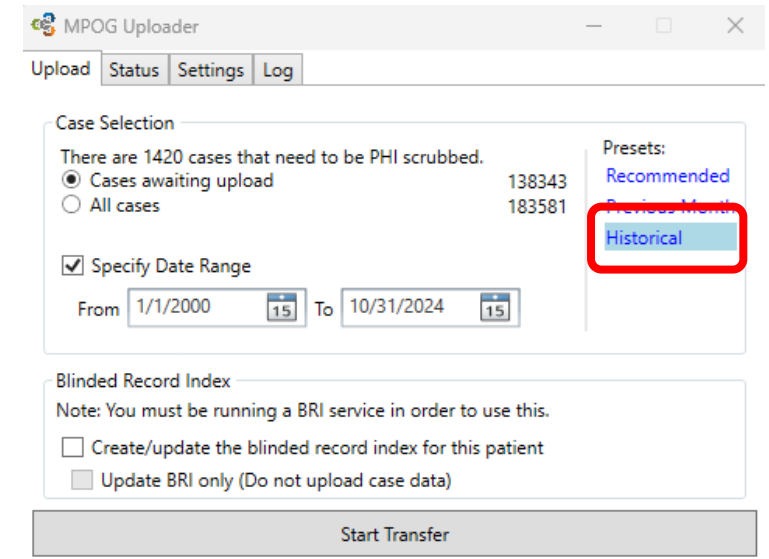
Start Transfer



**All historical data that has been updated + previous month**



**Only the previous month's data (if in a rush to upload on time)**



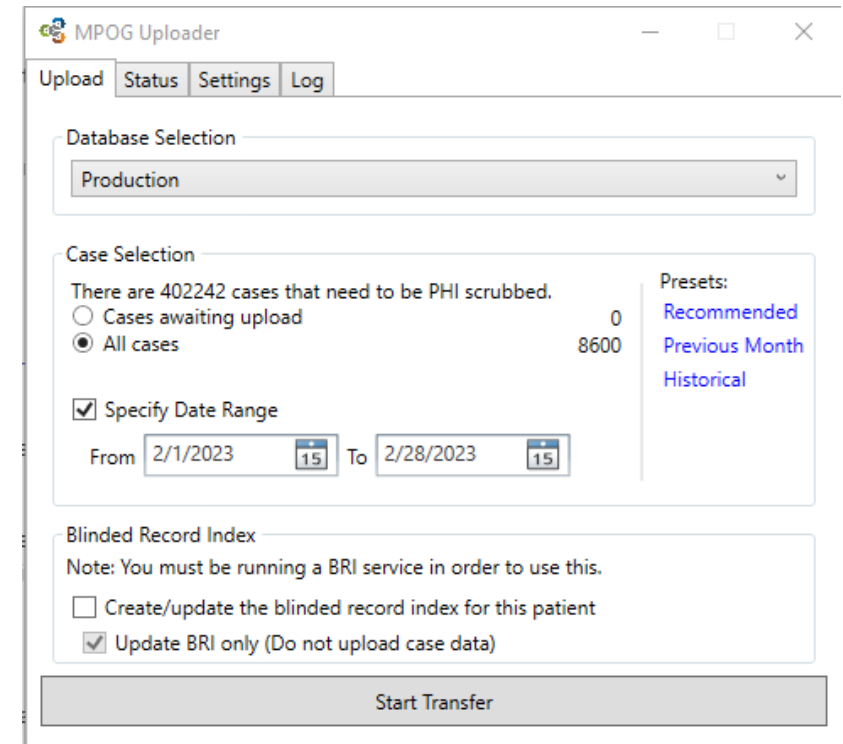
**All historical data that has been updated - excludes previous month (Use if you haven't validated yet)**

# Blinded Record Index (BRI)

- Approved by the federal government registries manual as non-PHI
- BRI is a method of using a secure hashing algorithm to match PHI data sets without actually sharing any PHI
- This can allow data systems to match patients without the risk of sharing protected patient information
- For more information on how BRI works, visit our [website](#).

# BRI Uploading

- Use the MPOG Uploader to BRI your data
- In the Blinded Record Index section, make selections based on whether you are blinding historical or new data
  - The box next to 'Create/update the blinded record index for this patient' is defaulted to checked. Use this when transferring new data
  - If there are no changes to the data that require re-upload, we recommend that you be sure to select the 'Update BRI only' box. You will have to check this box BEFORE you uncheck the box next to 'Create/update the blinded record index for this patient'.
    - You must run PHI scrub before updating BRI only.
    - Choose 'All Cases' if the 'Cases awaiting upload' is at Zero (0)
  - Uploading all case data will take longer than updating BRI only

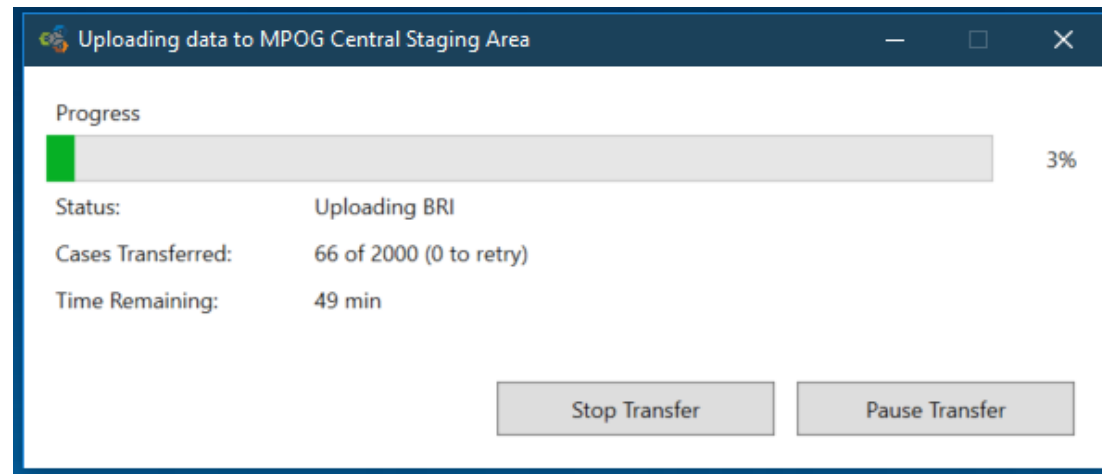


The screenshot shows the MPOG Uploader application window. It has a title bar with the application name and standard window controls. Below the title bar are three tabs: 'Upload', 'Status', and 'Settings', with 'Upload' being the active tab. The main content area is divided into several sections:

- Database Selection:** A dropdown menu currently showing 'Production'.
- Case Selection:** A section with the text 'There are 402242 cases that need to be PHI scrubbed.' It contains two radio buttons: 'Cases awaiting upload' (with a count of 0) and 'All cases' (with a count of 8600). The 'All cases' option is selected. There is also a checked checkbox for 'Specify Date Range' with two date pickers set to '2/1/2023' and '2/28/2023'.
- Presets:** A vertical list of links: 'Recommended', 'Previous Month', and 'Historical'.
- Blinded Record Index:** A section with a note: 'Note: You must be running a BRI service in order to use this.' It contains two checkboxes: 'Create/update the blinded record index for this patient' (unchecked) and 'Update BRI only (Do not upload case data)' (checked).
- Start Transfer:** A large grey button at the bottom of the form.

# BRI Upload Tracking

- Once you select 'Start Transfer', a status bar will appear with an estimated processing time.



# Transfer Status Tab

A status tab is located in the MPOG uploader and displays which cases have been uploaded and which cases have a blinded record index.

- Cases Section = Case data only
  - Total = Total number of cases per month
  - To Scrub = Total number of cases waiting on PHI Scrub per month
  - Never Sent = Total number of cases per month that were Never Sent to MPOG Central
  - To Resend = Total number of cases per month with new data since the last transfer. This is usually due to re-extraction of data or mapping updates
- BRI Section = Number of cases per month with BRI data Sent vs. Not Sent

Month	Total	To Scrub	Never Sent	To Resend
March 2023	3,403	0	0	0
February 2023	8,600	0	0	0
January 2023	8,900	0	0	0
December 2022	8,682	0	0	0
November 2022	8,881	0	0	0
October 2022	8,590	868	0	868
September 2022	8,625	0	0	0

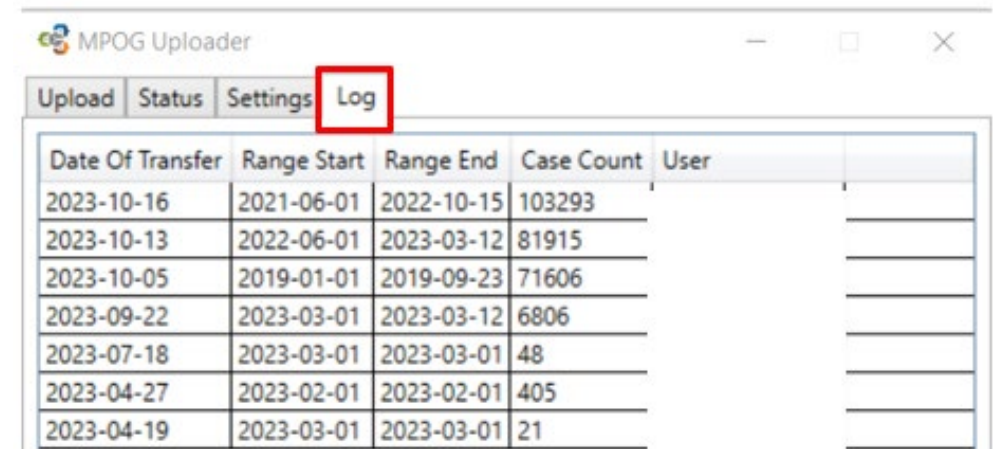
Month	Total	Sent	Not Sent
March 2023	3,403	3,403	0
February 2023	8,600	2,839	5,761
January 2023	8,900	8,895	5
December 2022	8,682	8,680	2
November 2022	8,881	8,880	1
October 2022	8,590	8,590	0
September 2022	8,625	8,625	0



# Transfer Log Tab

This tab displays

- Transfer Date/Time
- Date Range Transferred
- Case Count
- Username of the user that uploaded to Central



Date Of Transfer	Range Start	Range End	Case Count	User
2023-10-16	2021-06-01	2022-10-15	103293	
2023-10-13	2022-06-01	2023-03-12	81915	
2023-10-05	2019-01-01	2019-09-23	71606	
2023-09-22	2023-03-01	2023-03-12	6806	
2023-07-18	2023-03-01	2023-03-01	48	
2023-04-27	2023-02-01	2023-02-01	405	
2023-04-19	2023-03-01	2023-03-01	21	

# Transfer Error

- Sometimes you will encounter an error when transferring data to MPOG Central. The error could occur either when transferring data or when updating BRI.
- This error means that some of your data did not get uploaded, and you will need to start the transfer process again. Contact [support@mpog.zendesk.com](mailto:support@mpog.zendesk.com) if you encounter repeated errors.

