



Monthly Upload: Transfer to MPOG Central



Transfer to MPOG Overview

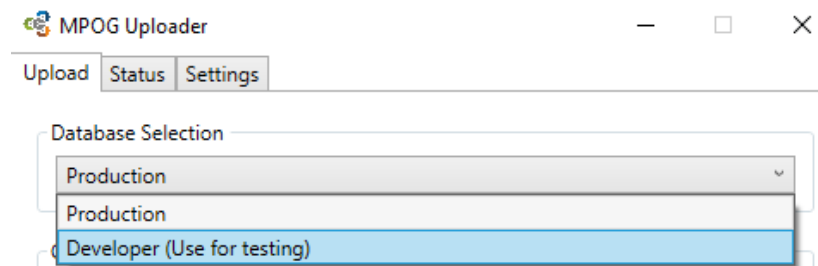
- Exports cases from your Local MPOG database and sends them to the MPOG Central Repository
- **A 'Test Transfer' of your local data to 'MPOG Central' is required prior to the initial 'Production Transfer.'**
- MPOG Informatics Specialists will assist you with initial upload to the MPOG Central TEST 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

- 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.
- Open the 'Database Selection' dropdown window and select the 'Developer (Use for testing)' option.



- Ensure the following selections have been made prior to beginning the transfer process (The MPOG Informatics Specialist will advise on the date range to transfer for initial upload)
 - Database selection defaults to Production, you will have to change it to Developer (Use for testing) for this step
- Once cases have processed in Central, an MPOG Informatics Specialist will review your data and contact you with how to proceed.

MPOG Uploader

Upload Status Settings

Database Selection

Developer (Use for testing)

Case Selection

There are 547759 cases that need to be PHI scrubbed.

☒ Cases awaiting upload 83597

☐ All cases 93122

Presets: Recommended Previous Month Historical

☐ Specify Date Range

From Select a date 15 To Select a date 15

Blinded Record Index

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

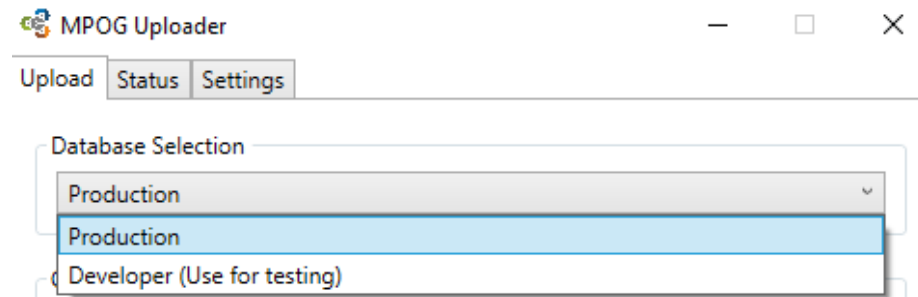
☒ Create/update the blinded record index for this patient

☐ 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.** Please contact the Coordinating Center for directions on how to execute your first transfer to production.
- Open ‘Transfer to MPOG Central’ in the MPOG Suite.
- In the Database Selection window, check that the default selection for ‘Production’ is highlighted in the dropdown menu.



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 Test, except the Database Selection will be changed to 'Production'.

The screenshot shows the 'MPOG Uploader' application window with the 'Upload' tab selected. The 'Database Selection' dropdown is set to 'Production'. In the 'Case Selection' section, there are radio buttons for 'Cases awaiting upload' (selected) and 'All cases'. To the right, the counts are 83597 and 93122 respectively. Below these, there is a red-bordered box containing a checkbox for 'Specify Date Range' and two date pickers labeled 'From' and 'To', both showing the date 15. To the right of this box, under 'Presets:', there are links for 'Recommended', 'Previous Month', and 'Historical'. In the 'Blinded Record Index' section, there is a note and two checkboxes: 'Create/update the blinded record index for this patient' (checked) and 'Update BRI only (Do not upload case data)' (unchecked). At the bottom, there is a 'Start Transfer' button.

| Case Selection | Count |
|--|-------|
| <input checked="" type="radio"/> Cases awaiting upload | 83597 |
| <input type="radio"/> All cases | 93122 |

☐ Specify Date Range

From: To:

☒ Create/update the blinded record index for this patient

☐ Update BRI only (Do not upload case data)

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.

The screenshot shows two overlapping windows. The background window is titled 'Upload Agreement' and contains a list of four attestation items. The foreground window is titled 'Uploading data to MPOG Central Staging Area' and shows a progress bar at 3%, along with status information and buttons for 'Stop Transfer' and 'Pause Transfer'.

Upload Agreement

By clicking "Submit Data", you attest the following:

- 1) That you have PHI scrubbed your data to comply with the Multicenter Perioperative Outcomes Groups guidelines and that your data constitute a limited dataset.
- 2) That you have Institutional Review Board approval from your institution to submit this data and that this approval has not lapsed or otherwise expired.
- 3) That you are submitting these data to the Multicenter Perioperative Outcomes Group of your own volition. These data may be removed from the central database at any time, upon request.
- 4) That you have followed all guidelines detailed elsewhere, including but not limited to the Data Use Agreement(s) between your institution and the University of Michigan.

| Month | Case Count | Date Range |
|----------|------------|-----------------------|
| 2/1/2019 | 7,633 | 2/1/2019 to 2/28/2019 |

Submit Data Cancel

Uploading data to MPOG Central Staging Area

Progress: 3%

Status: Uploading BRI

Cases Transferred: 66 of 2000 (0 to retry)

Time Remaining: 49 min

Stop Transfer Pause 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.

MPOG Uploader

Upload Status Settings

Database Selection

Production

Case Selection

There are 547759 cases that need to be PHI scrubbed.

☒ Cases awaiting upload 83597

☐ All cases 93122

☐ Specify Date Range

From 15 To 15

Presets:

[Recommended](#)

[Previous Month](#)

[Historical](#)

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

The screenshot shows the 'MPOG Uploader' window with the 'Upload' tab active. The 'Database Selection' dropdown is set to 'Production'. Under 'Case Selection', the text states 'There are 615116 cases that need to be PHI scrubbed.' Below this, there are two radio buttons: 'Cases awaiting upload' (selected) and 'All cases'. To the right of these radio buttons are the numbers '1156' and '1156'. Further right, under 'Presets:', there are three links: 'Recommended' (highlighted with a red box), 'Previous Month', and 'Historical'. Below the radio buttons, there is a checkbox for 'Specify Date Range' which is unchecked. At the bottom, there is a 'Blinded Record Index' section with a note and two checkboxes: 'Create/update the blinded record index for this patient' (checked) and 'Update BRI only (Do not upload case data)' (unchecked). A 'Start Transfer' button is at the bottom.

All historical data that has been updated + previous month

The screenshot shows the 'MPOG Uploader' window with the 'Upload' tab active. The 'Database Selection' dropdown is set to 'Production'. Under 'Case Selection', the text states 'There are 615116 cases that need to be PHI scrubbed.' Below this, there are two radio buttons: 'Cases awaiting upload' (selected) and 'All cases'. To the right of these radio buttons are the numbers '0' and '0'. Further right, under 'Presets:', there are three links: 'Recommended', 'Previous Month' (highlighted with a red box), and 'Historical'. Below the radio buttons, there is a checkbox for 'Specify Date Range' which is checked. The date range is set from '3/1/2021' to '3/31/2021'. At the bottom, there is a 'Blinded Record Index' section with a note and two checkboxes: 'Create/update the blinded record index for this patient' (checked) and 'Update BRI only (Do not upload case data)' (unchecked). A 'Start Transfer' button is at the bottom.

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

The screenshot shows the 'MPOG Uploader' window with the 'Upload' tab active. The 'Database Selection' dropdown is set to 'Production'. Under 'Case Selection', the text states 'There are 615116 cases that need to be PHI scrubbed.' Below this, there are two radio buttons: 'Cases awaiting upload' (selected) and 'All cases'. To the right of these radio buttons are the numbers '1156' and '1156'. Further right, under 'Presets:', there are three links: 'Recommended', 'Previous Month', and 'Historical' (highlighted with a red box). Below the radio buttons, there is a checkbox for 'Specify Date Range' which is checked. The date range is set from '1/1/2000' to '2/28/2021'. At the bottom, there is a 'Blinded Record Index' section with a note and two checkboxes: 'Create/update the blinded record index for this patient' (checked) and 'Update BRI only (Do not upload case data)' (unchecked). A 'Start Transfer' button is at the bottom.

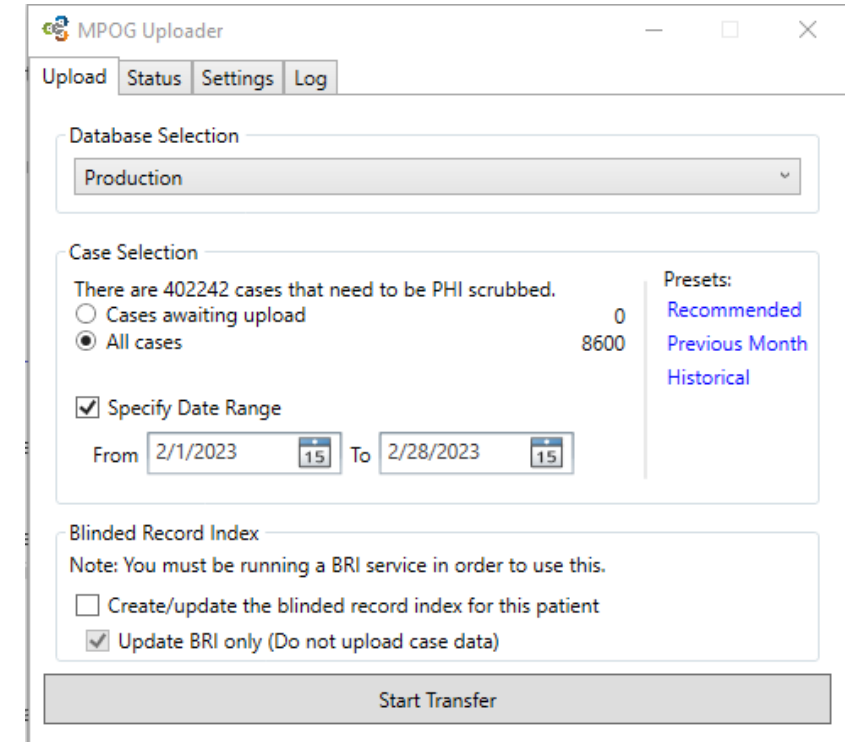
All historical data that has been updated - excludes previous month (Use if you haven't validated yet)

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

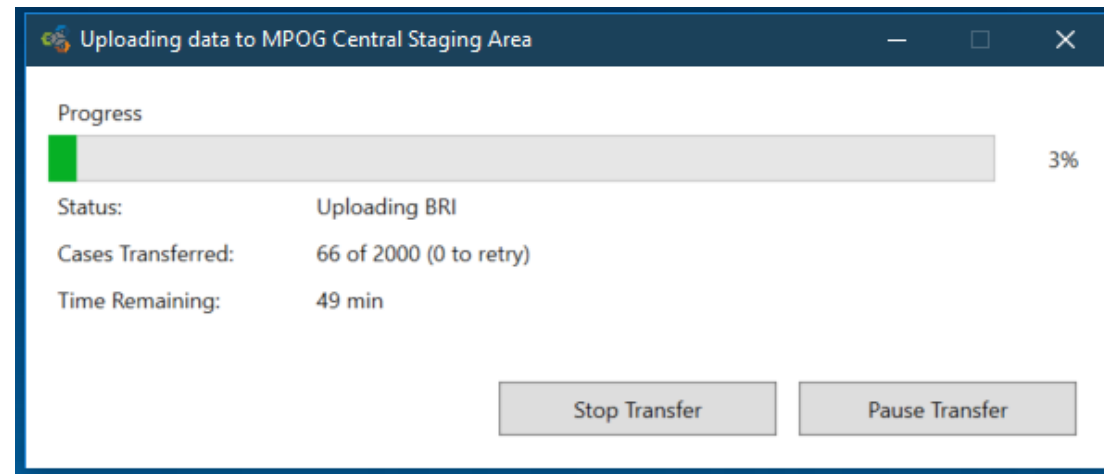
- Use the MPOG Uploader to BRI your data
- In the Blinded Record Index section, make selections based on whether you are blinding historical or new data
 - The box next to 'Create/update the blinded record index for this patient' is defaulted to checked. Use this when transferring new data
 - If there 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 tabs for 'Upload', 'Status', 'Settings', and 'Log'. The 'Upload' tab is active. Under 'Database Selection', a dropdown menu shows 'Production'. Under 'Case Selection', it states 'There are 402242 cases that need to be PHI scrubbed.' There are two radio buttons: 'Cases awaiting upload' (0) and 'All cases' (8600), with 'All cases' selected. A 'Specify Date Range' checkbox is checked, with date pickers for 'From' (2/1/2023) and 'To' (2/28/2023). On the right, 'Presets' include 'Recommended', 'Previous Month', and 'Historical'. Under 'Blinded Record Index', a note says 'Note: You must be running a BRI service in order to use this.' There are two checkboxes: 'Create/update the blinded record index for this patient' (unchecked) and 'Update BRI only (Do not upload case data)' (checked). A 'Start Transfer' button is at the bottom.

BRI Upload Tracking

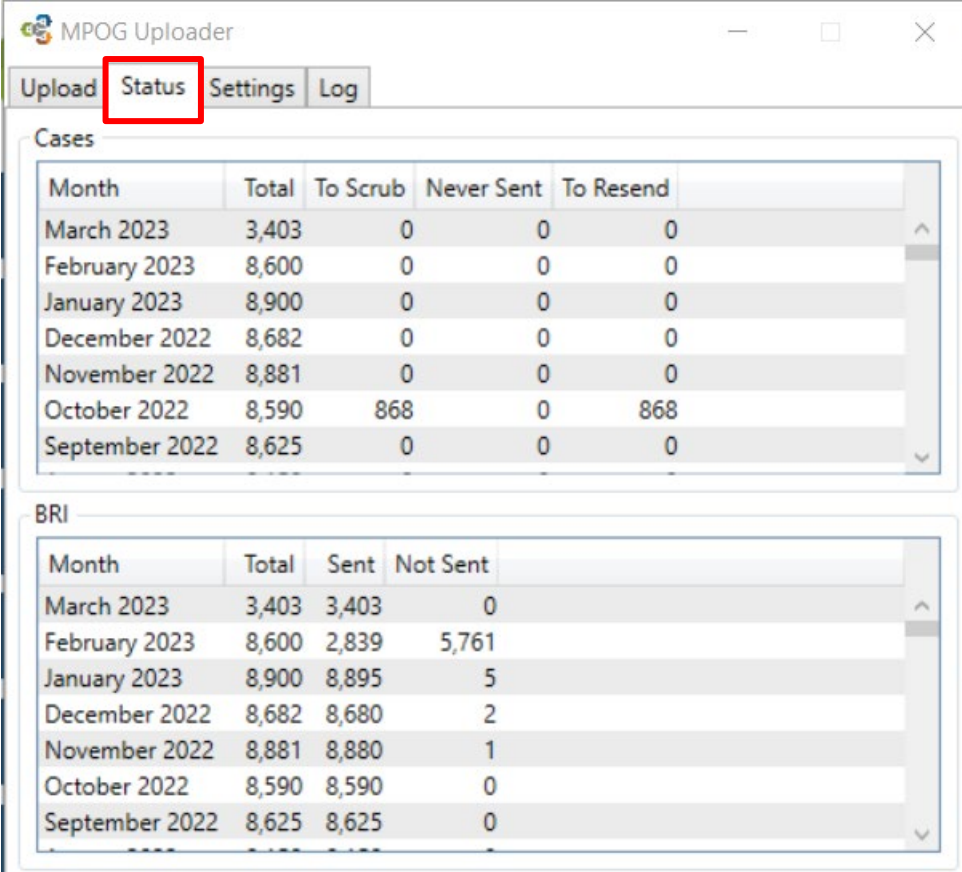
- Once you select 'start transfer', a status bar will appear with an estimated processing time.



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



MPOG Uploader

Upload **Status** Settings Log

Cases

| 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 |

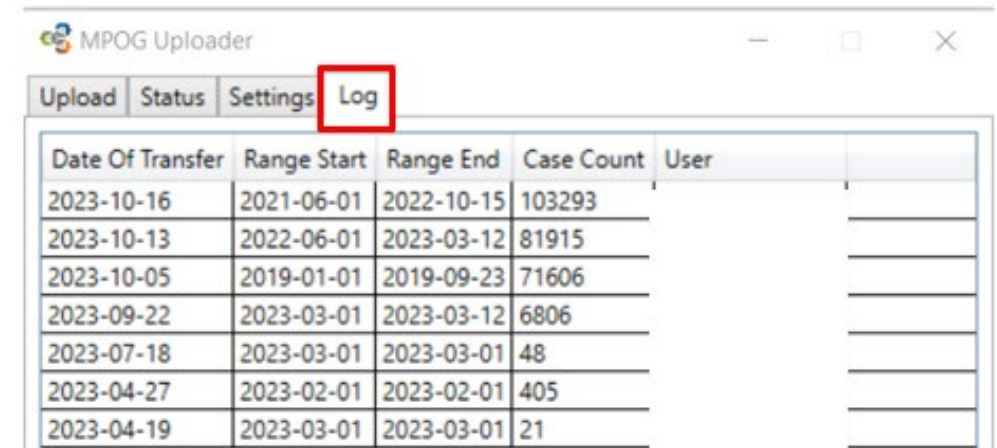
BRI

| 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



The screenshot shows the 'MPOG Uploader' application window. It has four tabs: 'Upload', 'Status', 'Settings', and 'Log'. The 'Log' tab is selected and highlighted with a red box. Below the tabs is a table with the following data:

| 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 if you encounter repeated errors.

