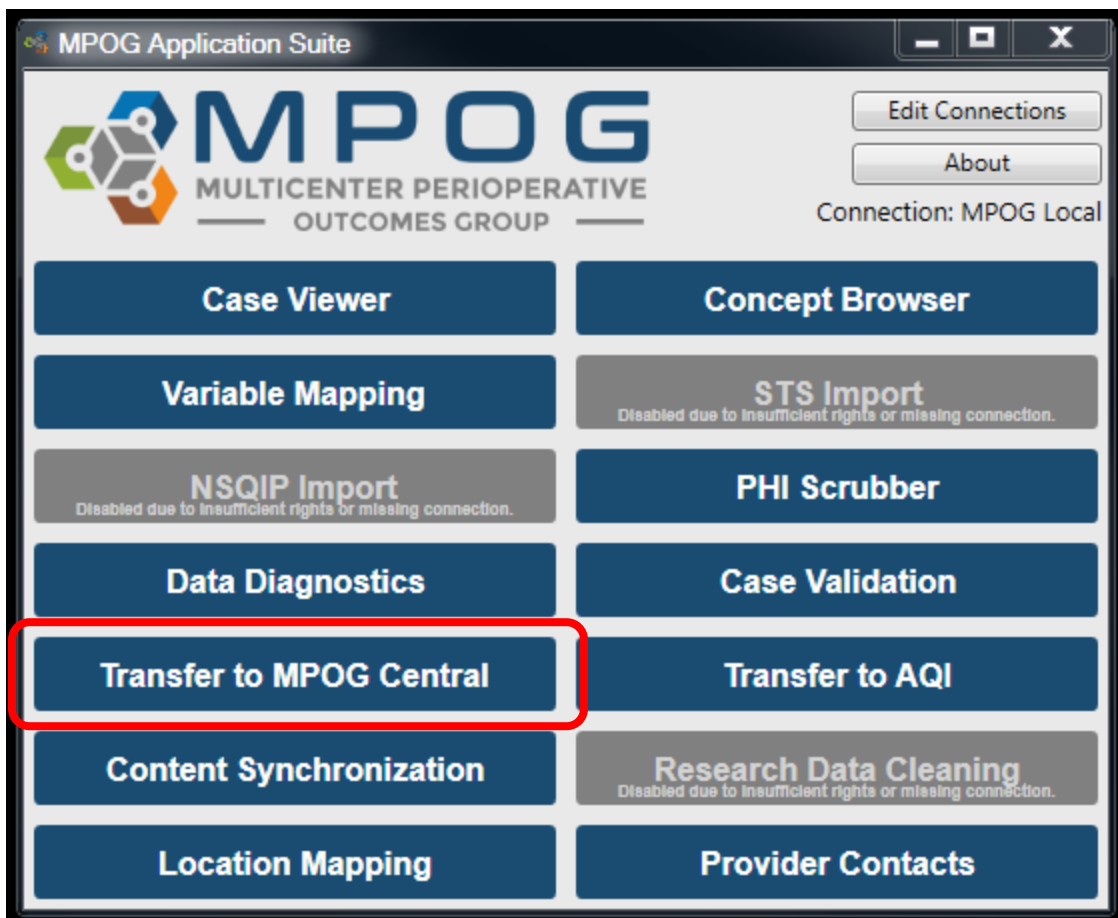


Chapter 9: Transfer to MPOG Central

Transfer to MPOG Overview

The MPOG Transfer to Central utility exports cases from your Local MPOG database and sends them to the MPOG Central Repository. It is important to note that a ‘Test Transfer’ of your local data to ‘MPOG Central’ is required prior to the initial ‘Production Transfer.’ MPOG QI Coordinators will assist you with initial upload to the MPOG Central TEST and Production environments. Before transferring data to MPOG Central, PHI Scrubbing must first be executed. Refer to Chapter 8 for more details on how to complete the scrubbing process.

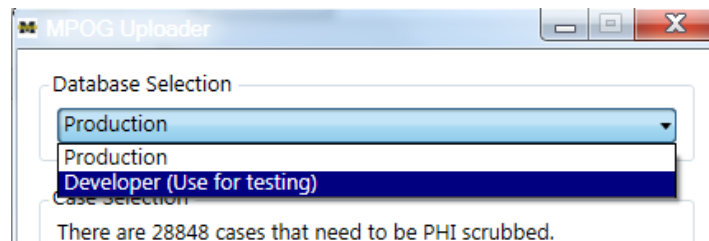
To begin, open the MPOG Application Suite. (For instructions on how to download, see ‘Chapter 1: Downloading and Accessing the MPOG Suite.’)



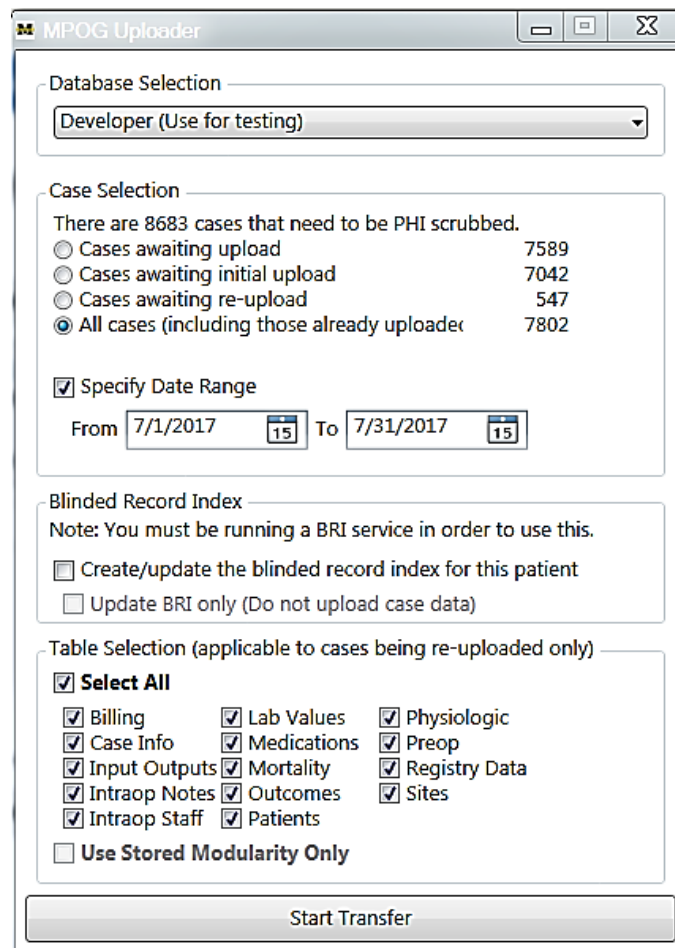
Transferring to MPOG Central- TEST Environment

MPOG provides a test environment for sites to transfer data to the Coordinating Center without impacting the larger production data set used for research and quality improvement activities. A QI Coordinator will direct the transfer process for initial upload.

1. To transfer to the MPOG test environment, open the 'Database Selection' dropdown window and select the 'Developer (Use for testing)' option.



2. Next, ensure the following selections have been made prior to beginning the transfer process (The MPOG QI Coordinator will advise on the date range to transfer for initial upload):

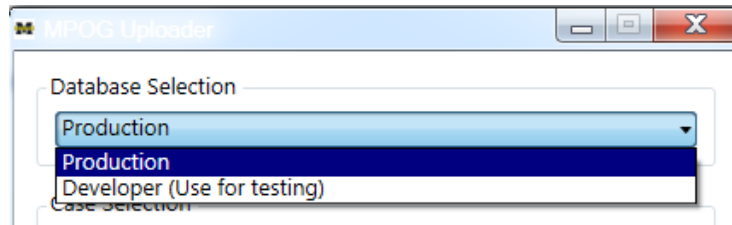


3. You have completed the transfer to MPOG Central TEST. Once cases have processed in Central, a QI Coordinator will review your data and contact you with how to proceed.

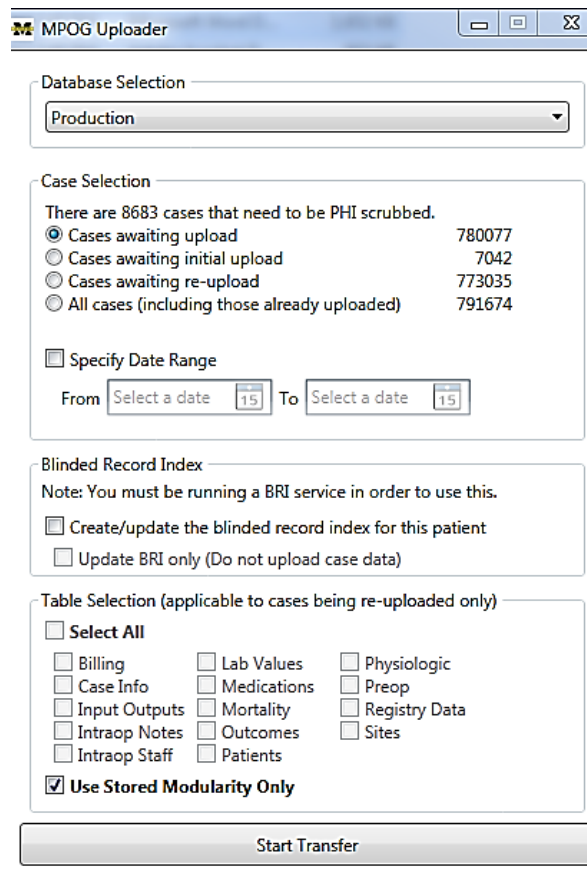
Uploading cases to MPOG Central- Production Environment

Note: An MPOG QI Coordinator or 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.

1. Open 'Transfer to MPOG Central' in the MPOG Suite.
2. In the Database Selection window, check that the default selection for 'Production' is highlighted in the dropdown menu.



3. Next, ensure the following selections have been made prior to beginning the production transfer process and select 'Start Transfer:'

A screenshot of the 'MPOG Uploader' application window. The title bar reads 'MPOG Uploader'. The window contains several sections:

- Database Selection:** A dropdown menu with 'Production' selected.
- Case Selection:** A section with the text 'There are 8683 cases that need to be PHI scrubbed.' and a list of radio buttons:
 - Cases awaiting upload 780077
 - Cases awaiting initial upload 7042
 - Cases awaiting re-upload 773035
 - All cases (including those already uploaded) 791674
- Specify Date Range:** A checkbox labeled 'Specify Date Range' is unchecked. Below it are two date pickers: 'From' and 'To', both showing '15'.
- Blinded Record Index:** A section with the text 'Note: You must be running a BRI service in order to use this.' and two checkboxes:
 - Create/update the blinded record index for this patient
 - Update BRI only (Do not upload case data)
- Table Selection (applicable to cases being re-uploaded only):** A section with a 'Select All' checkbox (unchecked) and a grid of checkboxes:
 - Billing, Case Info, Input Outputs, Intraop Notes, Intraop Staff
 - Lab Values, Medications, Mortality, Outcomes, Patients
 - Physiologic, Preop, Registry Data, Sites
- Use Stored Modularity Only:** A checkbox labeled 'Use Stored Modularity Only' is checked.
- Start Transfer:** A large button at the bottom of the window.

Resubmitting data for transfer to MPOG Central:

Occasionally, data may need to be resubmitted to MPOG Central. A subset of data, such as 'Billing' or 'Intraop Notes' may need to be updated in MPOG Central due to changes made in the local environment. If the entire dataset is not affected, a user can transfer only a subset of the data and decrease processing time. The example below shows the appropriate method.

To resubmit data, such as 'Billing' to MPOG Central, ensure the following selections have been made in the MPOG Uploader window prior to beginning the production transfer process:

The screenshot shows the MPOG Uploader window with the following configuration options:

- Database Selection:** A dropdown menu set to "Production".
- Case Selection:** A section indicating 21506 cases need to be PHI scrubbed. It lists four options:
 - Cases awaiting upload: 649
 - Cases awaiting initial upload: 0
 - Cases awaiting re-upload: 649
 - All cases (including those already uploaded): 808
- Specify Date Range:** A checked checkbox with date pickers set to "From 3/1/2018" and "To 3/31/2018".
- Blinded Record Index:** A note stating "You must be running a BRI service in order to use this." with two unchecked options:
 - Create/update the blinded record index for this patient
 - Update BRI only (Do not upload case data)
- Table Selection (applicable to cases being re-uploaded only):** A section with a "Select All" checkbox (unchecked) and a grid of checkboxes for various data tables:
 - Billing
 - Lab Values
 - Physiologic
 - Case Info
 - Medications
 - Preop
 - Input Outputs
 - Mortality
 - Registry Data
 - Intraop Notes
 - Outcomes
 - Sites
 - Intraop Staff
 - Patients
- Use Stored Modularity Only

At the bottom of the window is a large "Start Transfer" button.