Diabetes Recognition Program
Data Collection Tool
Instructions

(Updated January 2016)

NCQA
Measuring quality.
Improving health care.

1100 13th Street, NW, Suite 1000
Washington, DC 20005
www.ncqa.org

NCQA Customer Support: 888-275-7585

January 1, 2015

Introduction

Thank you for your interest in NCQA's Diabetes Recognition Program (DRP). This document provides instructions for gathering data, assessing your practice's performance on the program requirements and applying to NCQA for recognition.

DRP is NCQA's Recognition Program to identify clinicians who provide high-value, patient-centered care for Diabetes.

The DRP requirements were selected based on scientific evidence supporting their relevancy to improve care for people with diabetes. Clinicians who demonstrate high-quality performance based on these key requirements will help their patients avoid additional complications from diabetes.

To fully understand the program and to gather data accurately, you will need these three items:

1. The DRP Data Collection Tool (DCT), a user friendly, Web-based tool where you can access *DRP Requirements* and *Instructions*, enter and submit data on clinical measures required for Recognition. Applicants are required to use and submit the Web-based DCT to apply for Recognition.

2. These *Instructions* provide guidance on how to collect data, how the measures correspond with the data and how to enter data into the DCT. **The *Instructions* should be used in conjunction with the *DRP Requirements*.**

3. The *DRP Requirements,* which include details and specifications not found in these instructions, are necessary to apply for Diabetes Recognition. They contain the following information.
    - *DRP Policies and Procedures.* How NCQA scores applications; what level of performance is required for Recognition; and other procedures, such as the NCQA evaluation process.
    - *Clinical Measures.* Detailed specifications for each measure and standard, including required level of performance.
    - *Patient Sample Size Requirements, Eligibility Criteria and Identification Methodology*. How to select a sample; how the program determines patient eligibility; codes that indicate a diagnosis of diabetes.
    - *Glossary.* Terms used in the *Instructions*, *DRP Requirements* and DCT.

The *DCT Instructions* and *DRP Requirements* are intended to make DRP data submission more efficient. They each contain information about how to contact NCQA, take advantage of NCQA's free informational programs, get your questions answered, and resolve any difficulties you may have with the program materials. NCQA looks forward to working with you to create a productive and successful experience.

Table of Contents

About the Instructions

The DCT is a Web-based tool that DRP applicants use to submit all data and materials necessary to seek NCQA Recognition in Diabetes care. The *Diabetes Recognition Program Data Collection Tool Instructions* guides applicants through the process of entering the following information directly into the DCT and interpreting the preliminary results.

- Account/User information – enter once per account-there may be multiple users per account
- Practice site information—enter once per practice site—there may be multiple practice sites per account
- Clinician information—enter once per clinician—there may be multiple clinicians per practice site
- Patient information—enter once per patient, up to the number required per clinician and based on the program

Applicants must identify and extract data from a set of medical records for a sample of patients treated for Diabetes. Some applicants transfer data directly from medical records to the Web-based DCT.

NCQA only accepts submissions that have been entered into the Web-based DCT.

Web-Based DCT

Instruction Conventions

NCQA uses the following conventions in these instructions.

- References to documents (e.g., *DRP Requirements*) are in *italics*
- References to tabs of the Web-based DCT (e.g., ***Practice Sites***) are in ***bold italics***
- References to links (e.g., **Add Practice Site**) are in **bold underline**
- References to drop-down menu choices (e.g., “Yes” and “No”) are in “quotations”
- References to buttons (e.g., **Login** **are in a clear** **Box**
- **Important notes are in bold and are in shaded boxes**

Who Can Seek Recognition?

NCQA recognizes group practices and individual clinicians. Prior to entering patient specific information into the DCT, you will be asked your desired level of Recognition. Refer to the *DRP Requirements* for more details.

- **Clinicians only:** Represents one clinician practicing in any setting who provides continuing care for patients with Diabetes.
- **Group Practice (Practice Site and its Clinicians):** Represents one or more clinicians who, by formal arrangement, share responsibility for a common panel of patients and practice at the same site, defined

as a physical location or street address. Clinicians are not individually recognized in a group level recognition.

- **Alternate methodology for practice site and its clinicians:** Represents practice sites with 9 or more clinicians who can achieve recognition for all of their individual clinicians with a reduced sampling method and chart abstraction burden.

Getting Started

This section provides instructions that pertain only to the Web-based DCT.

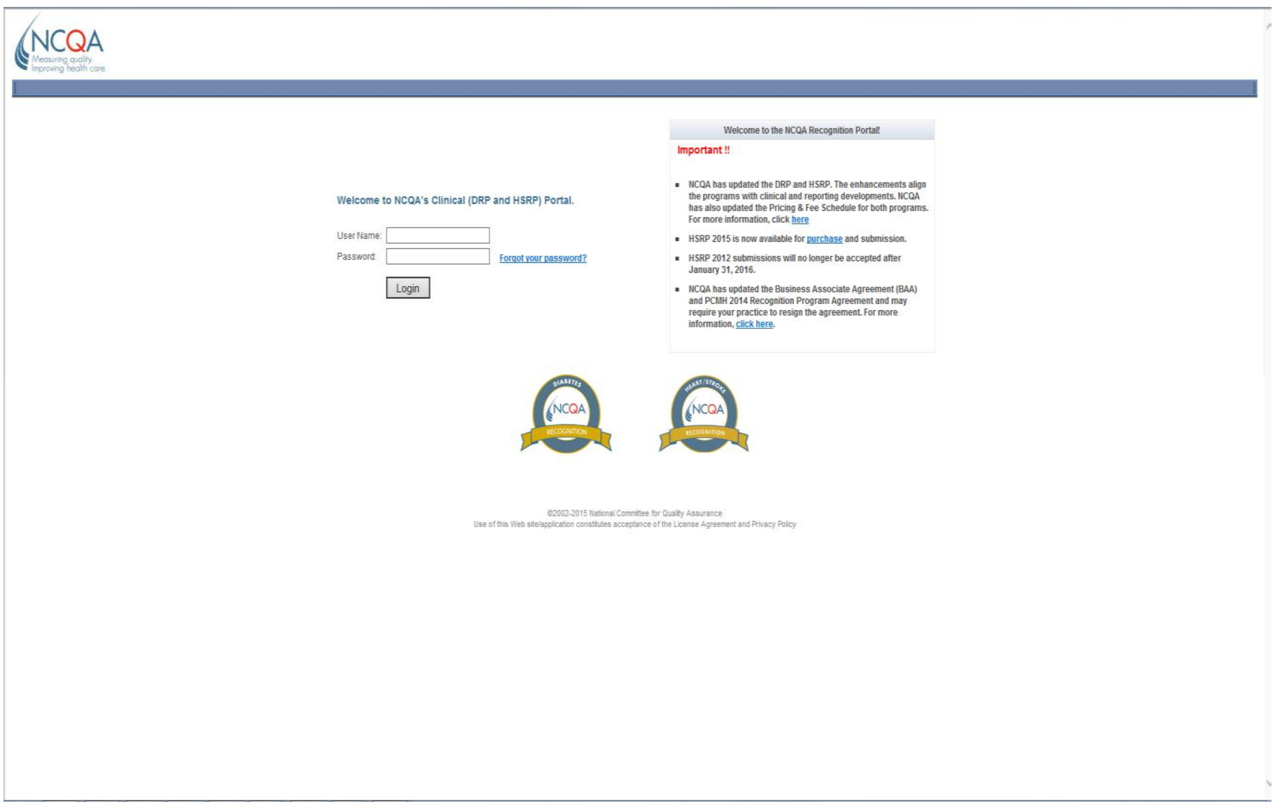
Log In

Follow these steps after you have received an e-mail from NCQA with your User Name and Password.

Step 1 Navigate to https://recognitionportal.ncqa.org.

Step 2 Enter your *User Name* and *Password* located in the e-mail you received from publications@ncqa.org when you purchased the DRP Package.

Step 3 Click **Login**.



License Agreement

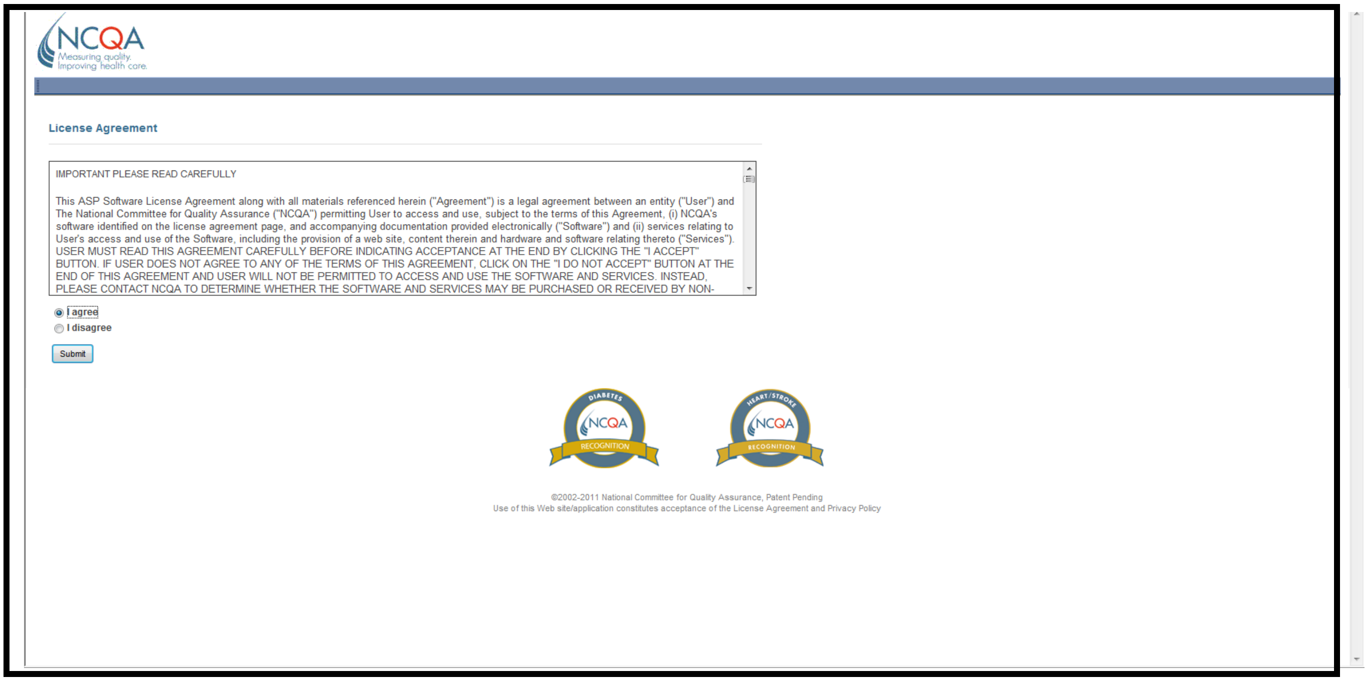
The Software License Agreement is a legal agreement between your organization and NCQA. It permits you to access and use the RP Portal.

You will be required to accept the License Agreement each time you log into the RP Portal.

Step 1 Read the entire license agreement.

Step 2 Click **I agree** to confirm acceptance of this agreement.

Note: *If you click* **I disagree**, *you will not have access to the RP Portal.*

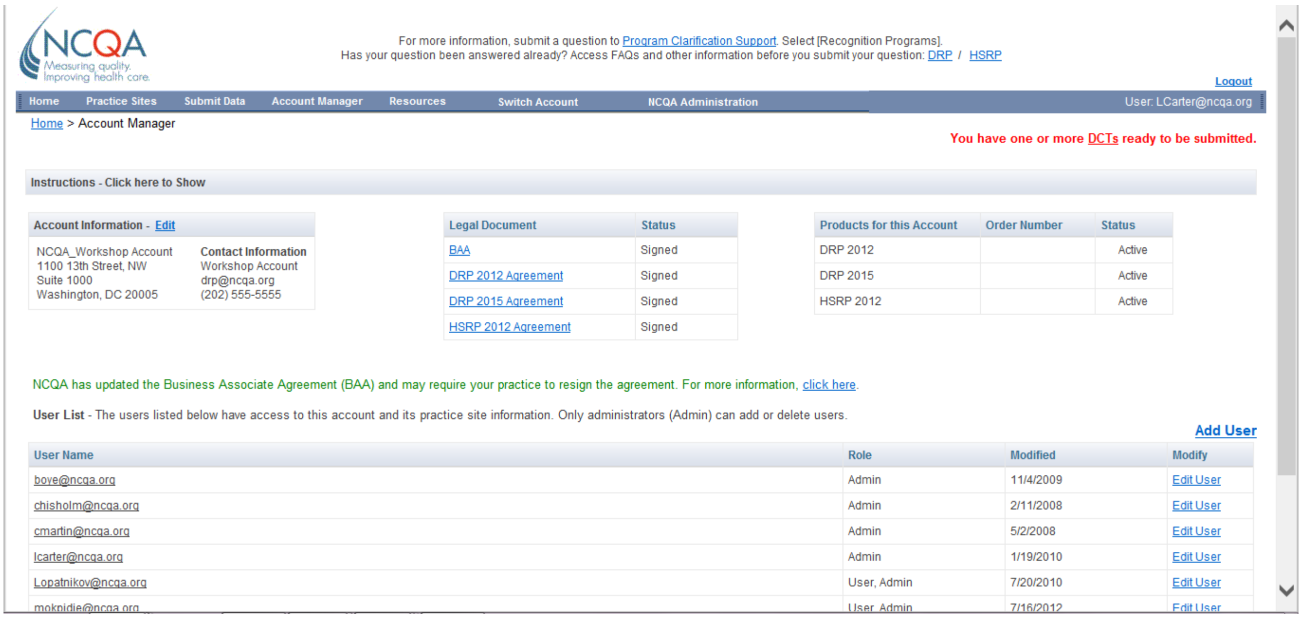


Account Manager and User Information

Edit Account Information

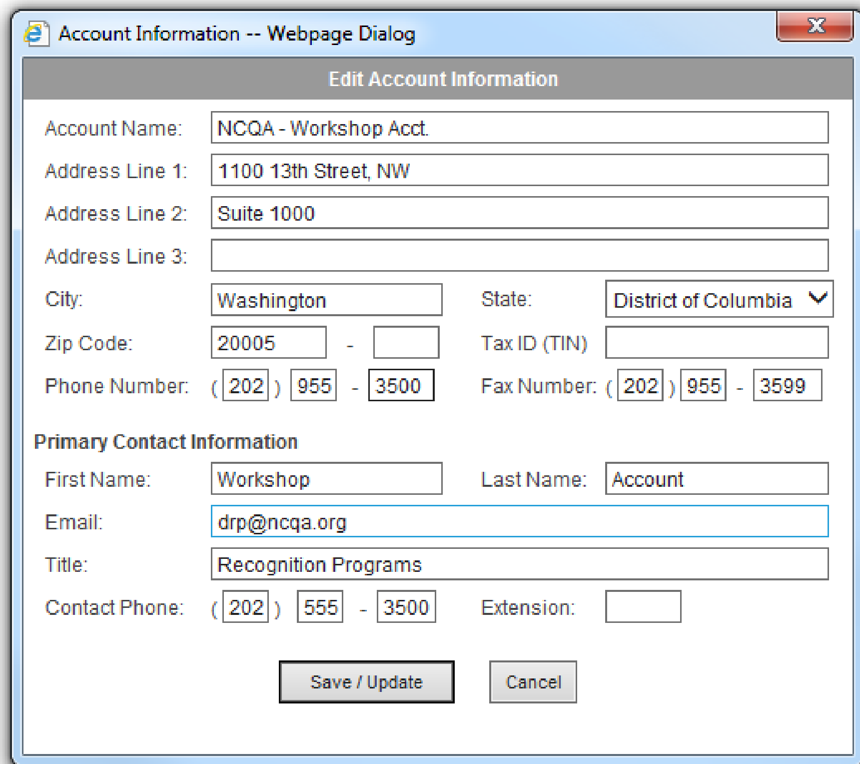
Step 1 Click ***Account Manager*** on tool bar.

Step 2 Click **Edit** in **Account Information** box.



Step 3 Enter information into the fields.

Step 4 Click $\boxed{\textbf{Save/Close}}$ to save account information.



Add/Edit/Delete Users & Administrator

Multiple users are able enter information into the Web-based DCT. You are able to set-up multiple users with their own unique username and password to access the account.

Step 1 On the ***Account Manager*** page, Click **Add Users.**

Field Name	Data Format	Instructions
User Name	Text Field; must include @	Enter a user's e-mail address for User Name
Password	Text Field	Enter a password that meets the following requirements: • 8-20 characters in length • Contain at least one digit, at least one upper-case letter, at least one lower-case letter, and at least one symbol such as $
Password (confirm)	Text Field	Re-enter password.
E-mail	Text Field; must include @	Enter e-mail address of user.

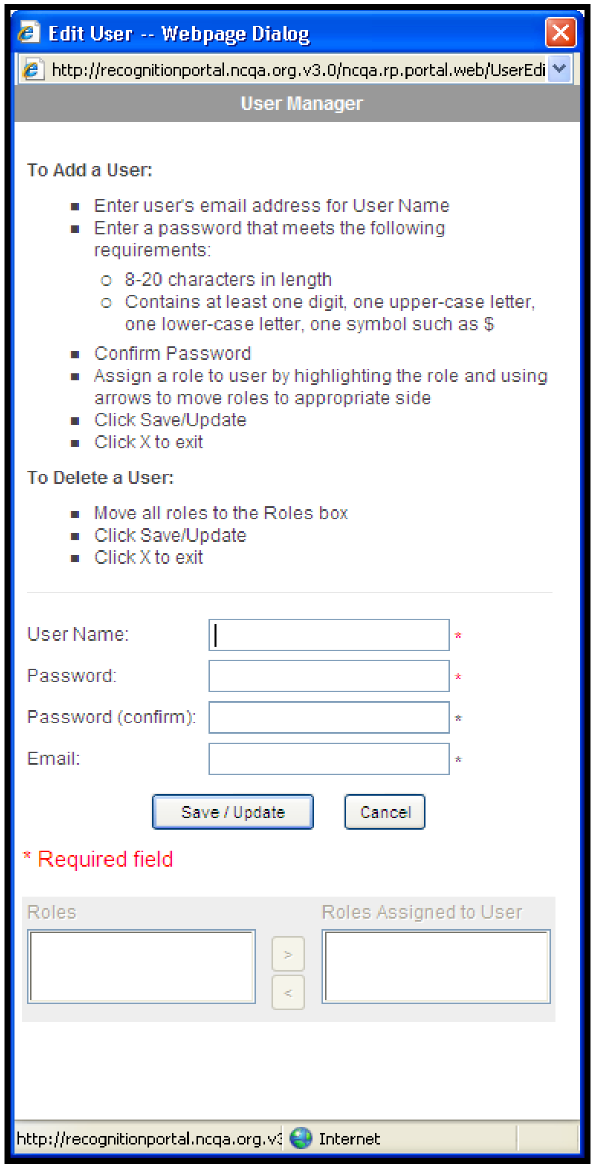
Step 2 Click **Save/Update**

Step 3 Check proper roles are assigned to the user. The roles that can be assigned are:

RpPortalUser - a user able to view/edit DCT
RpPortalAmin - administrator of account

If you need to change the role of user select role and click **>,<** buttons to change role status.

Step 4 To save and close a user, click the **X** button at the top right hand of box.



Step 5 To edit a user click **Edit** next to username under **Modify.**

Complete the Legal Documents

Before you can enter Patient Abstraction Data for the first time in a DCT, you must sign a Business Associate Agreement (BAA) electronically or on a printed copy sent to NCQA. In order to submit any DCTs you must sign the DRP Agreement electronically or on a printed copy sent to NCQA.

The BAA will pop up before you can continue to set up your DCT.

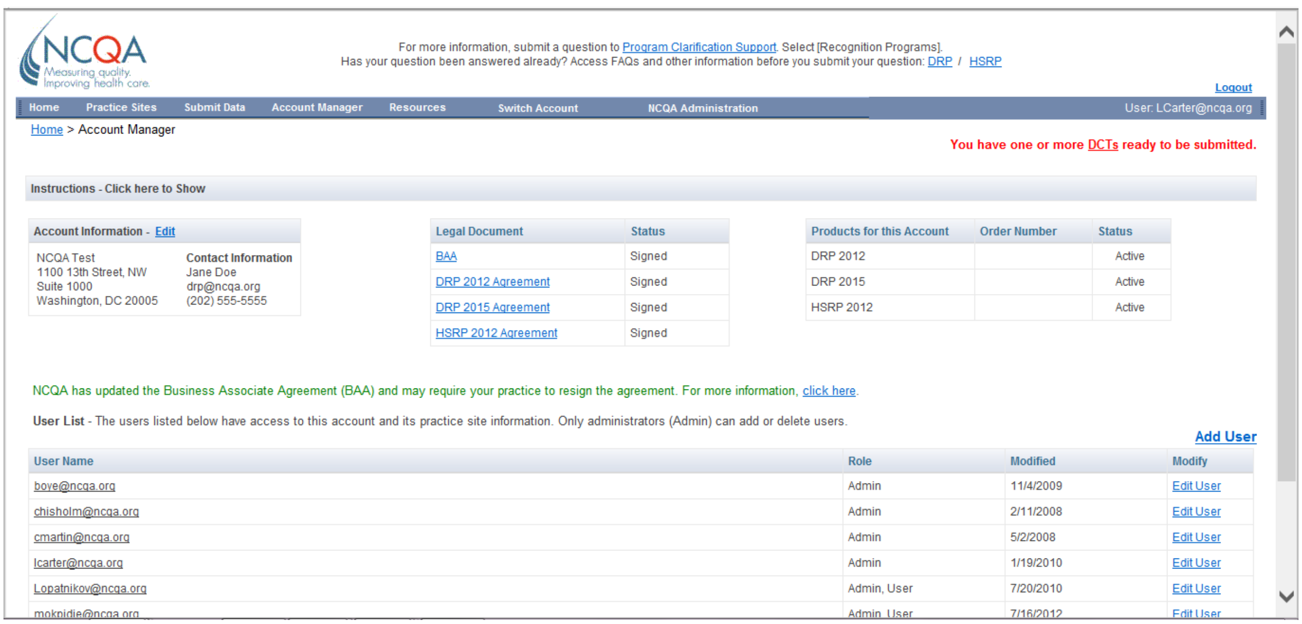
If you choose not to sign the BAA electronically, you will not have access to enter Patient Abstraction Data until a signed hard copy of the agreement is received by NCQA. If you choose not to sign the DRP Agreement electronically, you will not be able to submit any DCTs until a signed hard copy of the DRP Agreement is received by NCQA. To obtain an appropriate hard copy of the agreement, submit your request through the Policy/Program Clarification System (PCS) – http://ncqa.force.com/pcs/login.

Mail the signed copy to NCQA at the following address. You will be notified by email when access is released and a counter signed copy will be returned to you.

NCQA Diabetes Recognition Program
1100 13th Street NW, Suite 1000
Washington, DC 20005

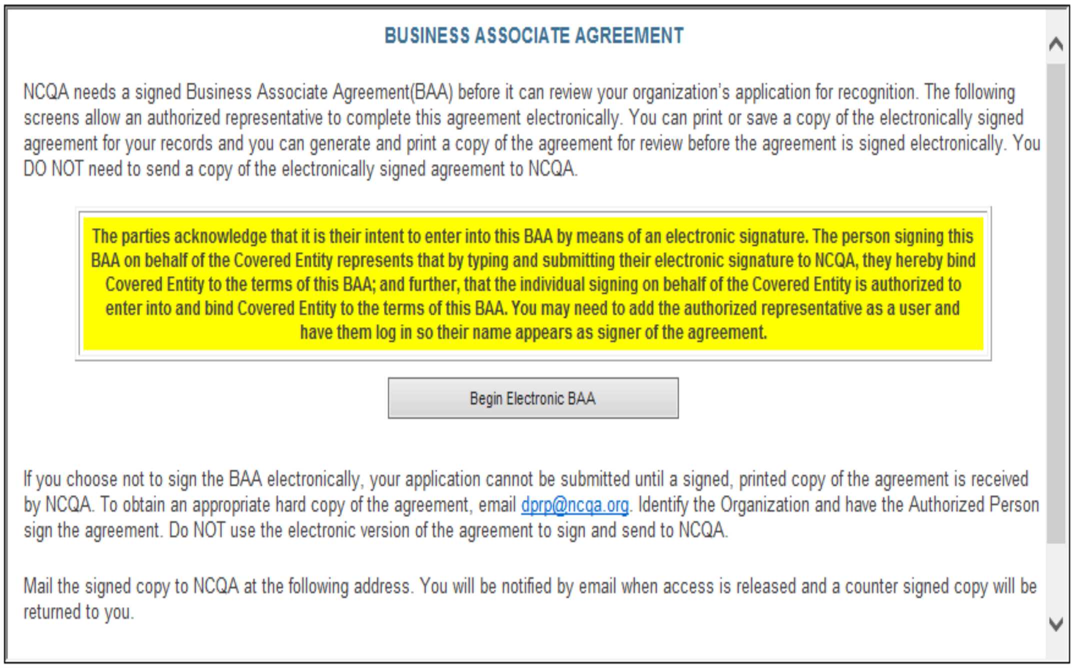
Follow these steps to complete and sign your legal documents electronically. Below are the screen shots and steps for the BAA. The screen shots and steps are similar for the DRP Agreement.

Step 1 Click **BAA** in the Legal Document box on the Account Manager page.



Step 2 Read through *Business Associate Agreement* starting screen.

Step 3 Click **Begin Electronic BAA**.



BUSINESS ASSOCIATE AGREEMENT

NCQA needs a signed Business Associate Agreement(BAA) before it can review your organization's application for recognition. The following screens allow an authorized representative to complete this agreement electronically. You can print or save a copy of the electronically signed agreement for your records and you can generate and print a copy of the agreement for review before the agreement is signed electronically. You DO NOT need to send a copy of the electronically signed agreement to NCQA.

The parties acknowledge that it is their intent to enter into this BAA by means of an electronic signature. The person signing this BAA on behalf of the Covered Entity represents that by typing and submitting their electronic signature to NCQA, they hereby bind Covered Entity to the terms of this BAA; and further, that the individual signing on behalf of the Covered Entity is authorized to enter into and bind Covered Entity to the terms of this BAA. You may need to add the authorized representative as a user and have them log in so their name appears as signer of the agreement.

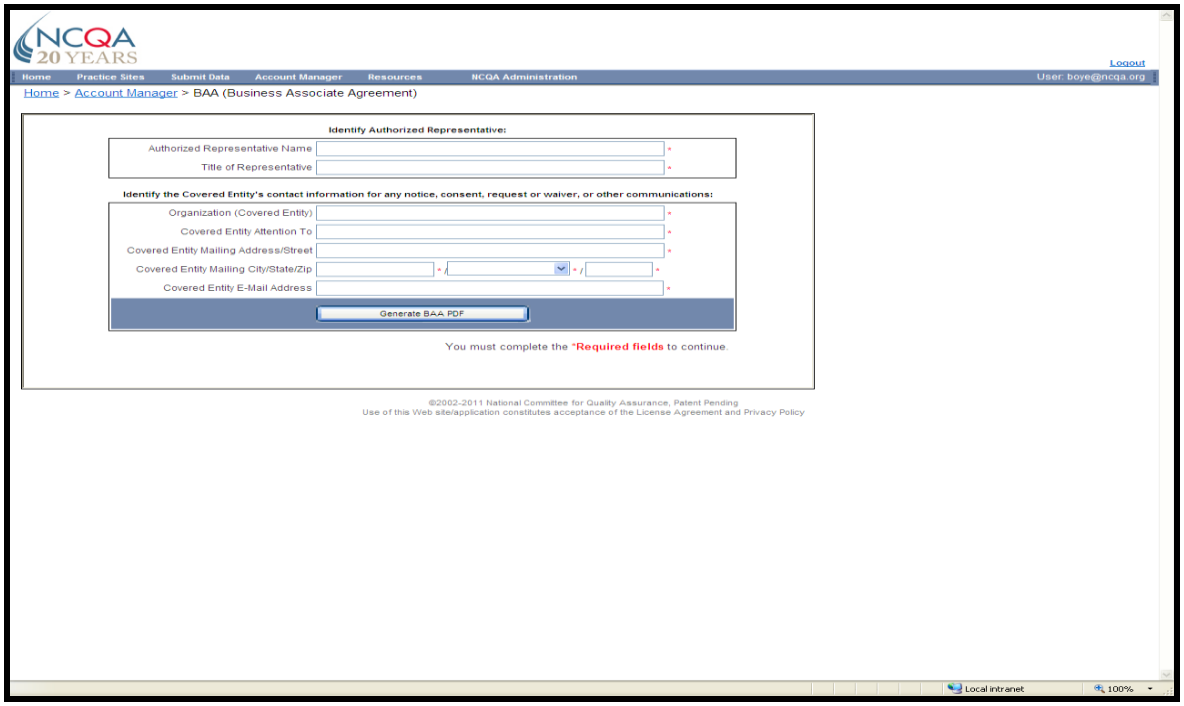
Begin Electronic BAA

If you choose not to sign the BAA electronically, your application cannot be submitted until a signed, printed copy of the agreement is received by NCQA. To obtain an appropriate hard copy of the agreement, email dprp@ncqa.org. Identify the Organization and have the Authorized Person sign the agreement. Do NOT use the electronic version of the agreement to sign and send to NCQA.

Mail the signed copy to NCQA at the following address. You will be notified by email when access is released and a counter signed copy will be returned to you.

Step 4 Enter information into the fields. (Required fields are denoted by *.)

Step 5 Click **Generate Agreement PDF.**

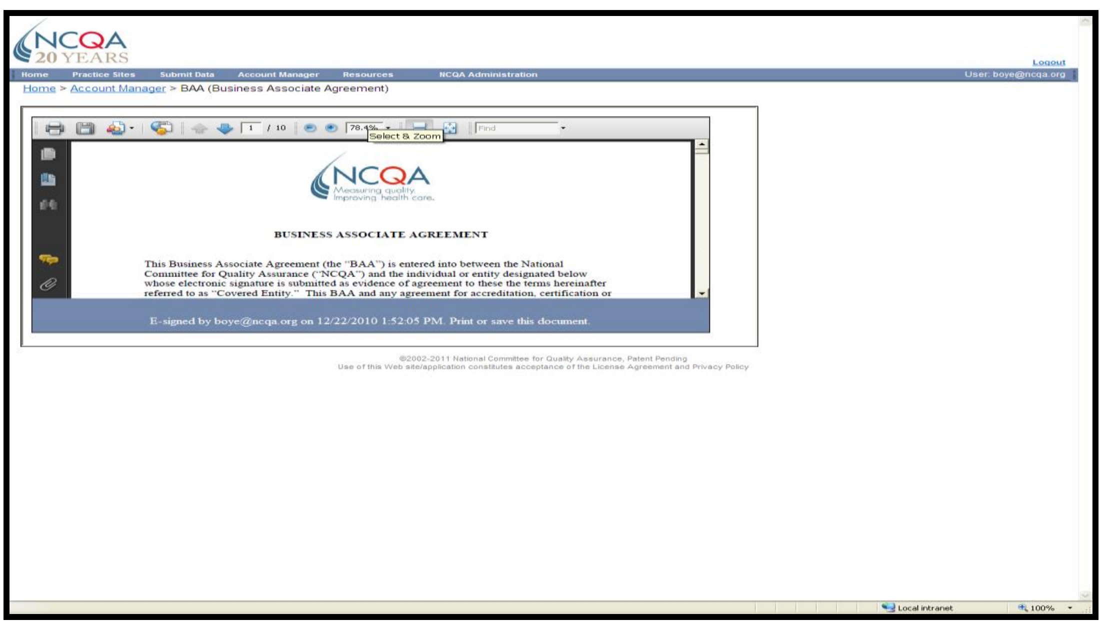


Step 6 Read through the Business Associate Agreement.

Step 7 Select **Click to E-Sign the Document**.

Step 8 You can *Print* or *Save* the document by selecting the print or save icons at the top of the agreement.

Step 9 You can access your BAA at anytime by clicking ***Account Manager*** on the toolbar.



Administrative Steps and Document Submission

You may enter data into the DCT to assess your performance against the *DRP Requirements* at any time, but in order for your data to be reviewed by NCQA, your payment must be submitted and received by NCQA.

The mailing address is listed below.

NCQA Diabetes Recognition Program
1100 13th Street NW, Suite 1000
Washington, DC 20005

Data Entry Sessions

Separate data entry sessions: You may work on the Web-based DCT in as many time periods as you like; the tool saves your data from one work session to the next.

Multiple users for data entry: You may set up multiple users to access and to enter data into the DCT.

Logout: When you are finished with a session, click **Logout** to close the DCT.

Completing Practice Site Information

You must complete the ***Practice Site Information*** first for each application, whether you are entering data for an individual clinician or group recognition. You only need to enter information for each practice site once.

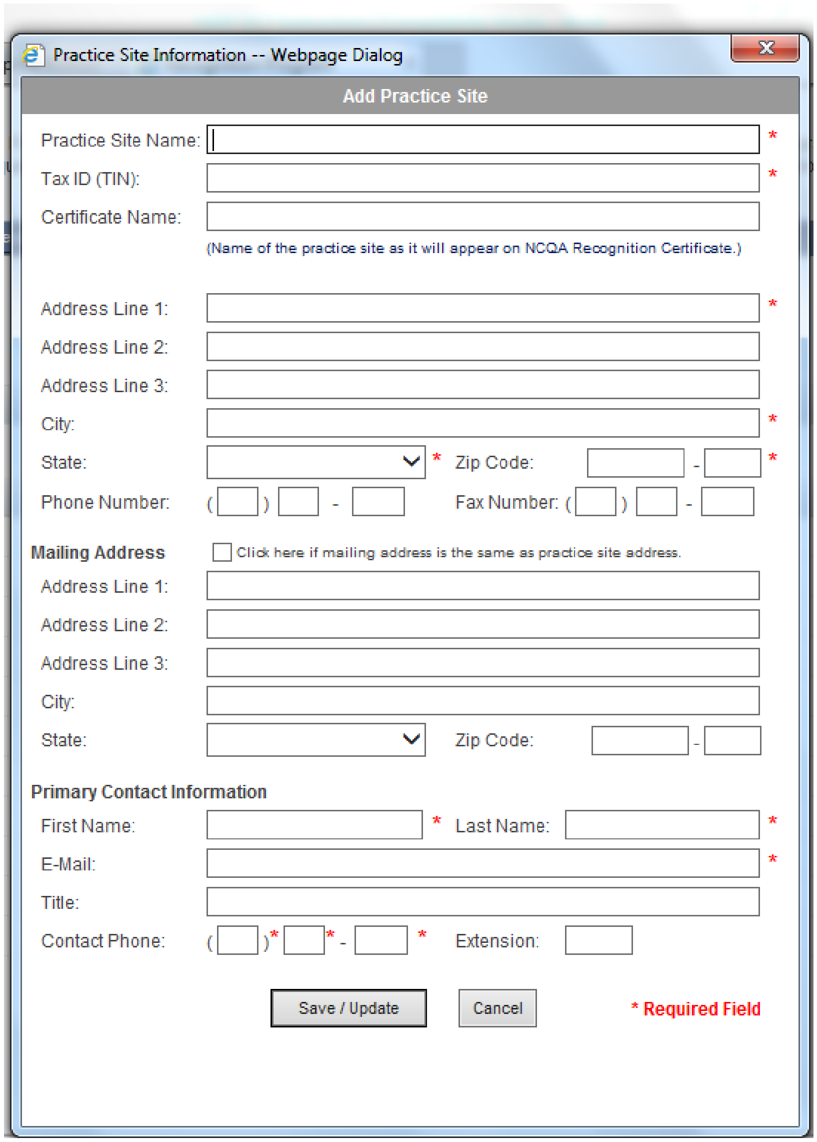
If your practice site is part of a larger parent organization, *Practice Site Name* should include the name of the parent organization. For example, if Johnson Clinic is your parent organization, *Practice Site Names* could be Johnson Clinic—West; Johnson Clinic—North, and so on. Your Account name should reflect the parent organization name.

Step 1 Click **Add Practice Site**.

Step 2 Enter information into the fields (required fields are denoted by *).

Field Name	Data Format	Instructions
Your Practice Site Name *	Text Field	Enter the legal name of the practice. If the applicant is a solo practice or an individual clinician applicant, enter the clinician's name.
Sponsor Name	Text Field	Enter the legal name of the sponsor.
Tax ID *	Text Field	Enter the Tax Identification number of the practice
Certificate Name	Text Field	Enter the name of the practice as it will appear on the certificates
Address 1, 2, 3 *	Text Field	Enter the number and street mailing address of the practice.
City *	Text Field	Enter the city name.
State *	Drop-Down	Select the state from the list in the drop-down menu.
Zip *	Number	Enter the zip code.
Practice Telephone Number	Number (XXX) XXX-XXXX	Enter the telephone number of the practice.
FAX	Number (XXX) XXX-XXXX	Enter the fax number of the practice.
Mailing Address	Check Box	Select box if the mailing address is the same as the practice site address.
Address 1, 2, 3	Text Field	Enter the number and street mailing address of the practice.
City	Text Field	Enter the city name.
State	Drop-Down	Select the state from the list in the drop-down menu.
Zip	Number	Enter the zip code.
Primary Contact Information		
Contact Person *	Text Field (First, Last)	Enter first and last name for the person whom NCQA can contact regarding the application.
E-mail *	Text Field; must include @	Enter the e-mail of the contact person.
Contact Title	Text Field	Enter the title of the contact person.
Contact Phone Number *	Number (XXX) XXX-XXXX	Enter the telephone number of the contact person.

Step 3 Click **Save/Update**.



Edit a Practice Site

Step 1 Click on the **[Site Name]** under the **Name** column.

Step 2 Click **Edit** in **Practice Site Information** box.

Step 3 Edit information.

Step 4 Click **Save/Update**.

Setting Up Data Collection Tool, Completing Legal Documents, and Entering Clinician Information

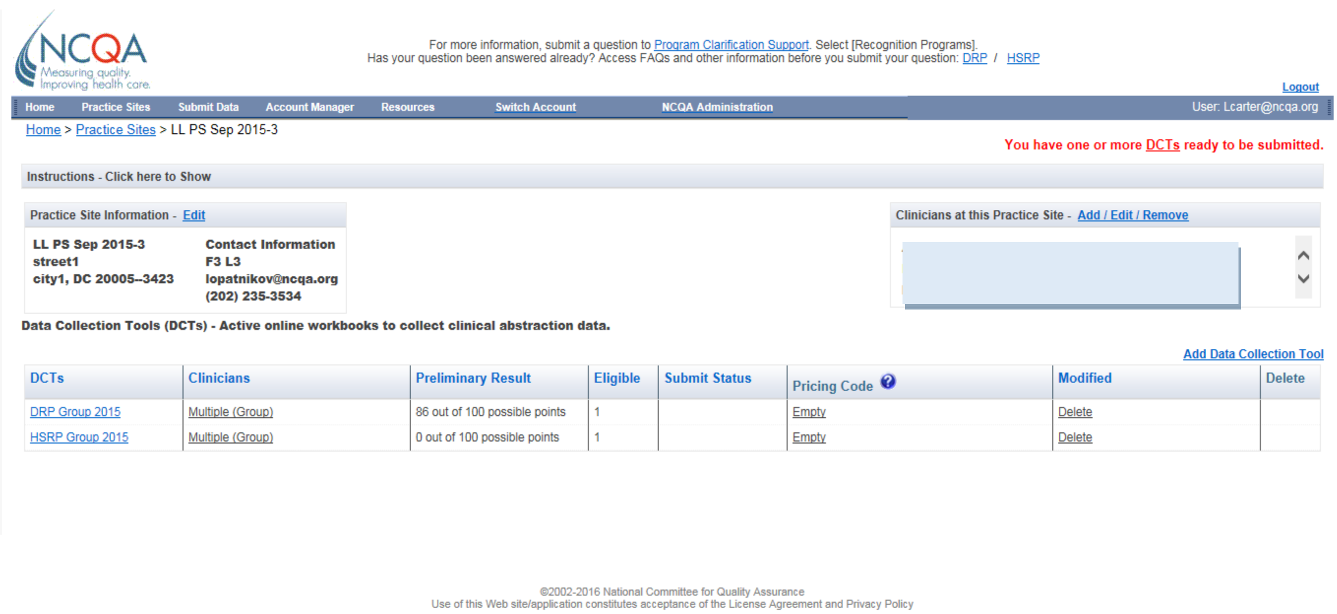
You must complete the ***Clinician Information*** for each clinician applying for DRP Recognition. Individual clinician applicants only need to complete the information once. Practice sites with multiple clinicians must complete information for each clinician.

The Practice Site clinicians work a majority of their clinical time at the practice site.

Step 1 Click the **[Site Name]** under the **Name** column to add a DCT.

Step 2 Click **Add Data Collection Tool**.

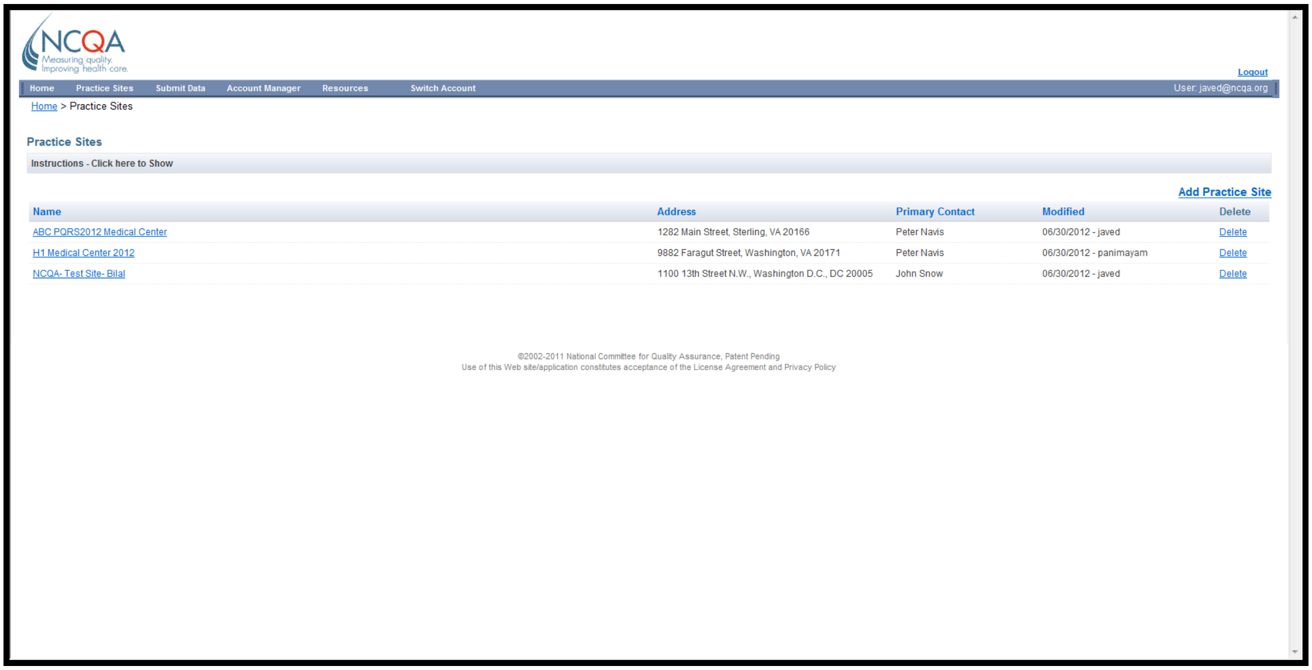
Note: *Once you have started/completed a data collection tool, enter your prepaid code or discount code in the "Pricing Code" field pictured below, if you have been provided such code by your sponsoring organization.*



Setting Up a Data Collection Tool

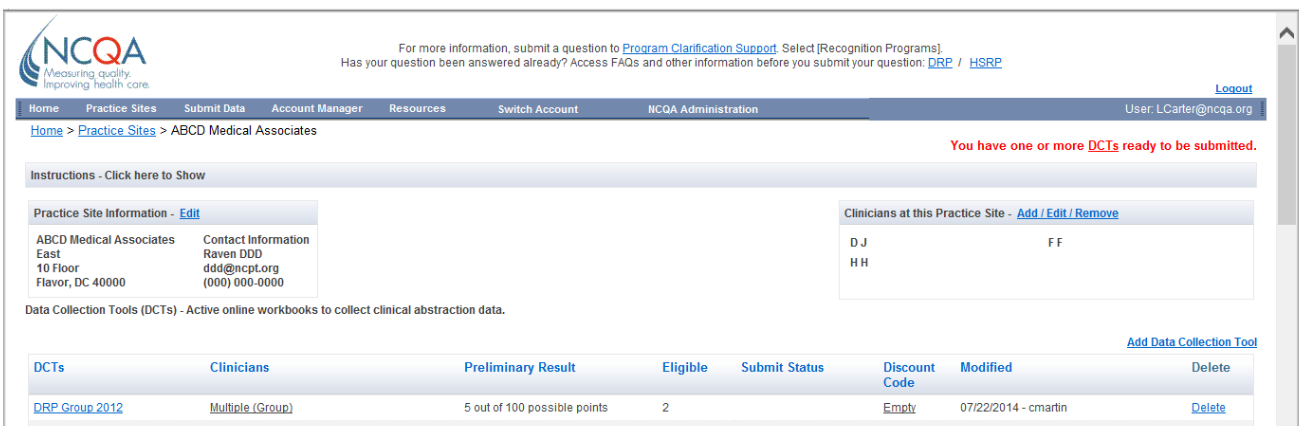
Step 1 Click ***Practices Sites*** on toolbar.

Step 2 To add a Data Collection Tool, click the **[Site Name]** under the **Name** column.



Step 3 Click **Add Data Collection Tool**.

If you are directed to a screen for the Business Associate Agreement you must sign the BAA before you can start entering Patient Abstraction Data into your DCT. Refer to page # 5 for instructions.



Step 4 Select which program applies to the DCT ("DRP" or "HSRP").

Step 5 Select Individual or Group Recognition.

Select ***Provider*** for single clinician Recognition. Select ***Group*** for multiple clinicians located at a single site.

- If you select ***Provider,*** NCQA awards Recognition to individual clinicians. The names of recognized clinicians are then listed on NCQA website.
- If you select ***Group,*** NCQA awards Recognition to the practice site only. The names of the clinicians associated with the practice site will not be listed on the website.

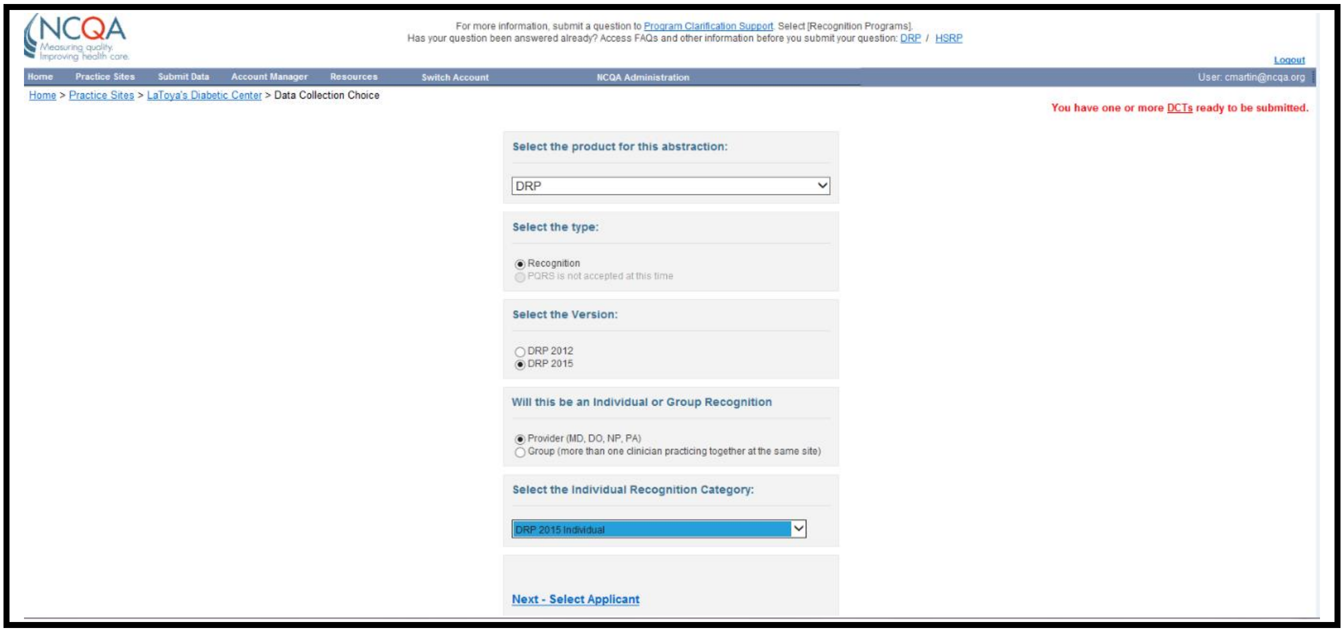
- If the practice site has 9 or more clinicians and would like to consider an alternate scoring methodology, please contact Customer Support before entering data.

Step 6 If you selected ***Provider***, select from the drop down menu the "Type of Recognition for Abstraction."

- "DRP 2015 Individual"
- "DRP 2015 Individual with Multiple Submissions"

Note: *If applying for group recognition, this step does not apply.*

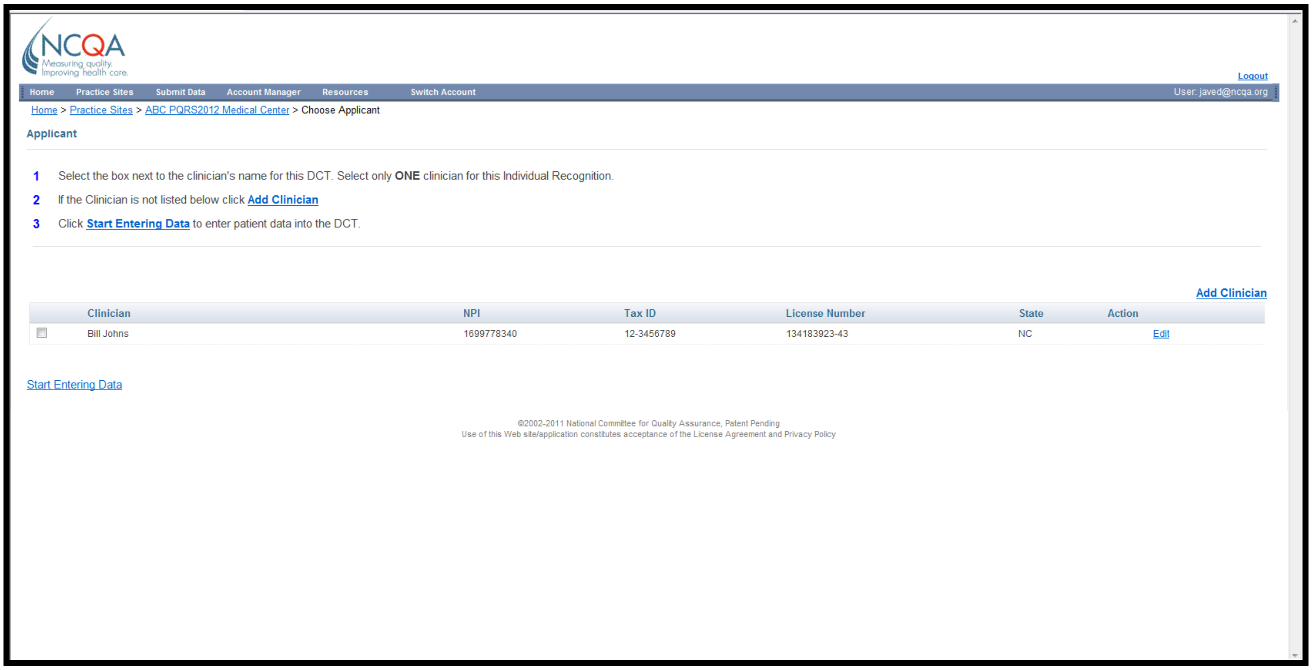
Step 7 Click **Next-Select Applicants.**



Step 8 Select check box for one or more Applicants for recognition.

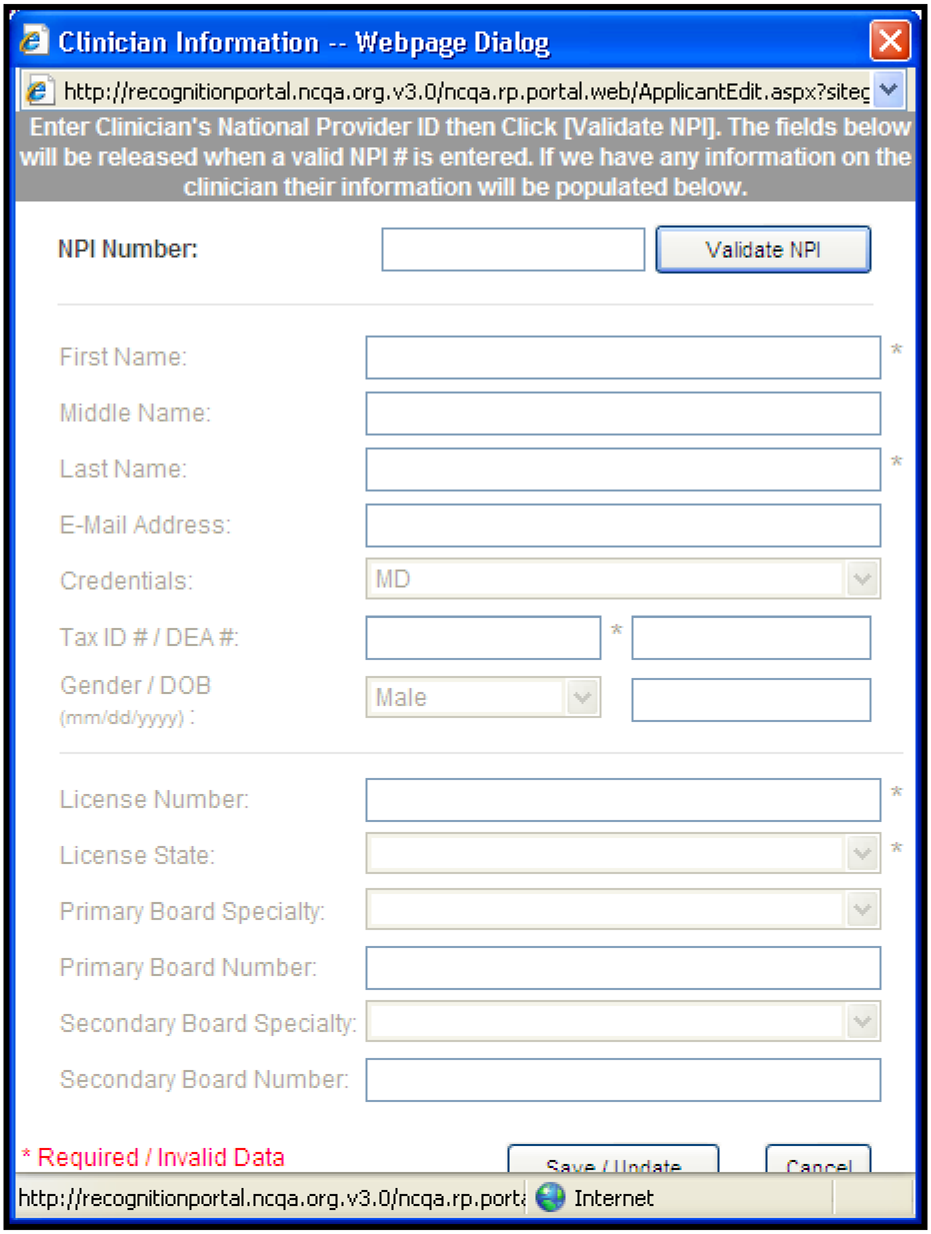
- If applicants are already listed, select check box for ONE clinician if applying for Individual Recognition.
- If a group is applying, select check boxes for all clinicians in the group.

Step 9 If the applicant is not on the list, click **Add Clinician.**



Step 10 Enter information into the fields (required fields are denoted by *).

Step 11 Click **Save/Update**.



Step 12 Click **Edit** to edit clinician information. Click **Save/Update** after changes are made.

Step 13 Click **Add Clinician** to enter more clinician applicants.

Step 14 Select box for clinician(s) applying for recognition.

Start 15 Click **Start Entering Data**.

Adding Clinicians to a Practice Site without Adding a Data Collection Tool

You can add or edit one or all your applicants tied with a particular practice site before and after adding your DCT by following these steps.

Step 1 Navigate to the ***Data Collection Tool*** page.

You can do this by selecting the practice site that you would like to add or edit applicants to on the ***Practice Sites* screen.

Step 2 Click **Add/Edit/Remove** in the **Clinicians at this Practice Site** box.

Step 3 Click **Add Clinician**, if you would like to add an applicant.

Step 4 Enter information into the fields.

Step 5 Click **Save/Update** to save data.

Step 6 Click **Add Clinician** to enter more applicants.

Step 7 Click **Edit** under the **Action** column to edit clinician information. Click **Save/Update** after changes are made.

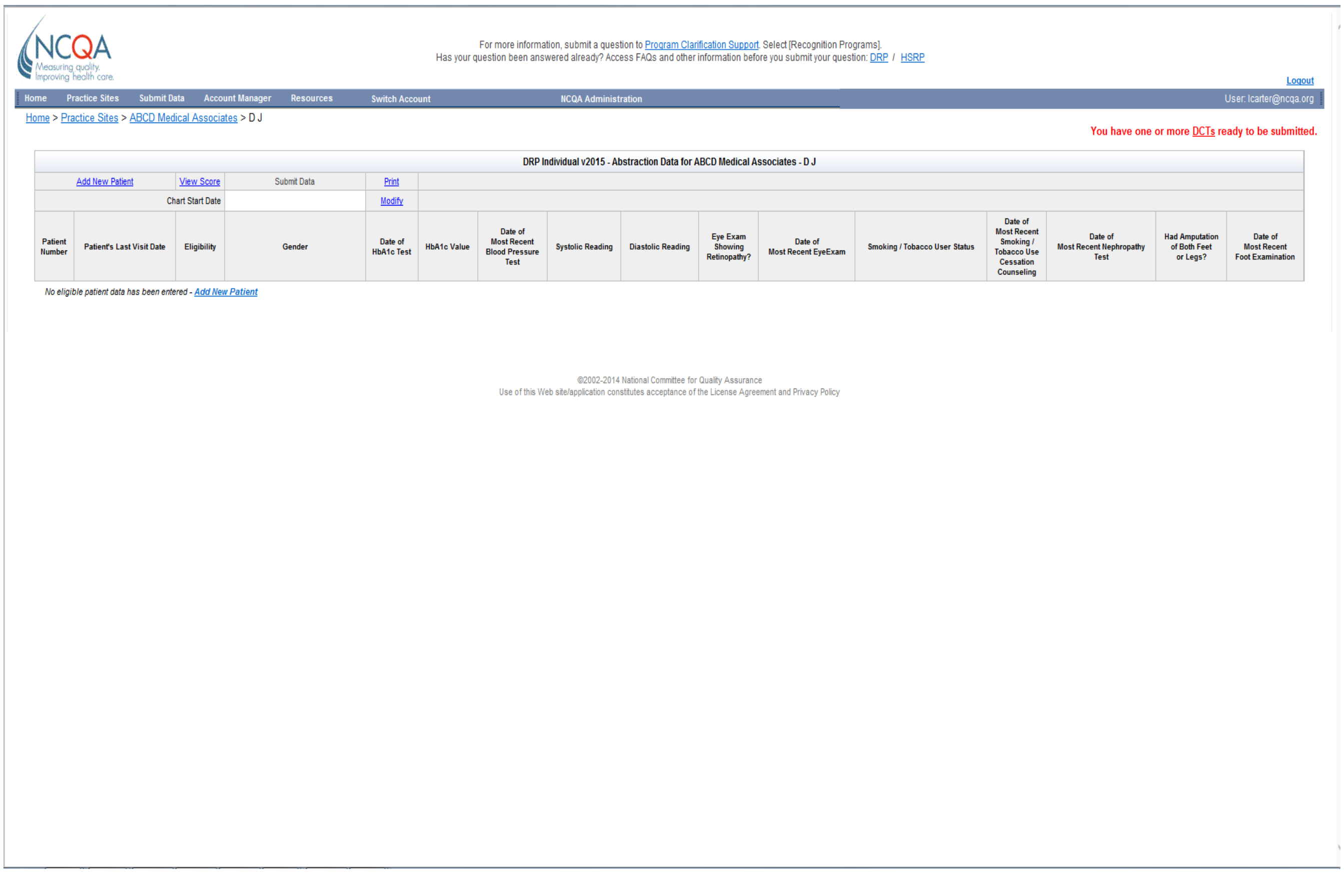
Step 8 Click **Delete** under the **Action** column to delete a clinician and then confirm your choice by clicking **Yes** or **No**.

*******Deleting a clinician will delete all completed or started DCTs that are tied to the clinician.*

Clinical Measures: Patient-Specific Information

Enter data for individual patients in *Clinical Measures: Patient Group Information*—25 eligible patients for an individual clinician applicant and 25 eligible patients per clinician for applicants with 2–8 clinicians. Applicants with 9 or more clinicians at a practice site should refer to the *DRP Requirements*.

This data demonstrates how each clinician meets the clinical measures.



Patient-Specific Information

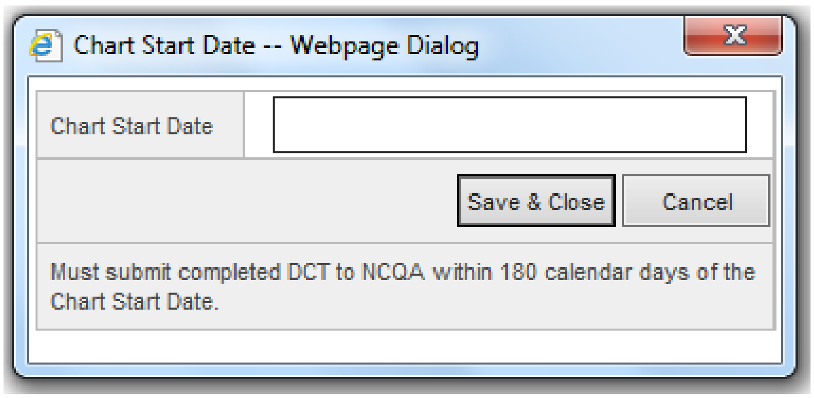
Chart Start Date

Follow the steps below in the Web-based DCT.

Start 1 Click **Modify** next to **Chart Start Date**.

Step 2 Enter the date that will be used to start to identify eligible patients.

Step 3 Click **Save& Close**.



Go backward from the Starting Date using appointment logs, billing data or any data source or list that includes all patients seen in the practice site for Diabetes.

Begin entering patients who saw the clinician during which at least one diagnosis or presenting complaint was Diabetes. For example, if the Starting Date is May 31, 2015, enter all patients seen on May 30 for Diabetes, moving backward to patients seen on May 29, May 28, and so on. The date of this first encountered visit for each patient is the Last Visit Date.

The date used to identify the patients—which may be different for each patient—is the Last Visit Date (refer to Appendix 2 of the *DRP Requirements* for more details). Use the data sources or medical records to find the information for the following table, Columns C–I.

Note: One screen for every potential eligible patient.

Entering Patient Information

Step 3 Click **Add New Patient**.

Step 4 Follow the format and instructions below to enter information.

The table below describes requirements for each potential patient for each field in the Web-based DCT.

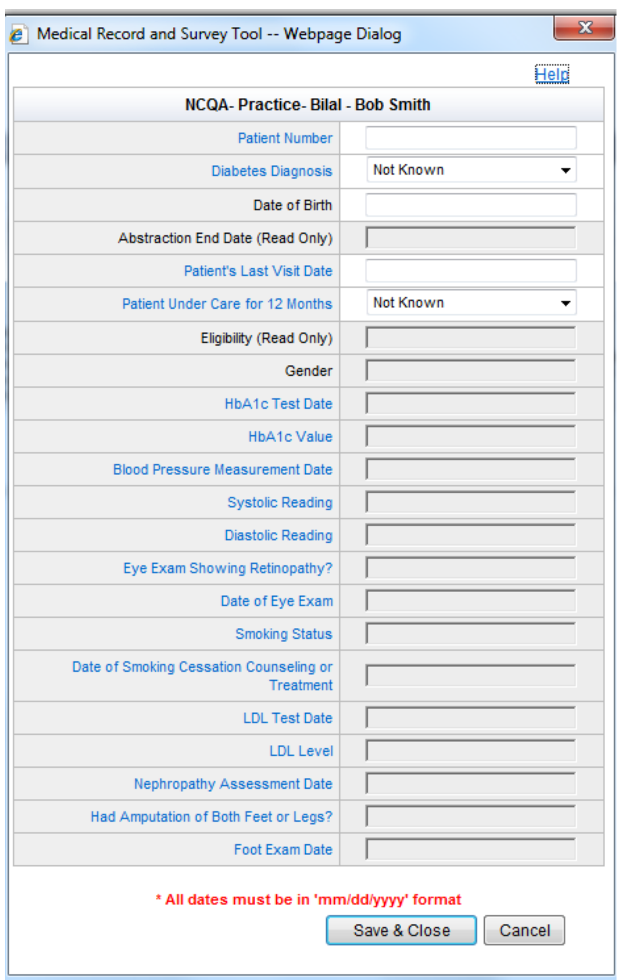
- Type of data required (e.g., number, date, selection from a drop-down box)—Data Format Column
- Patients for whom you should complete the field--#1 in the Instructions column
- How to complete each column including when to select “Yes,” and when to select “No” from a drop-down box
- Where to find more information in the *DRP Requirements*—the Reference column

Continue to enter and save patient information in the Web-based DCT until you have enough eligible patients for your sample.

If you do not collect the data that is required for any of the patient specific data fields then <u>leave that field blank.</u> Patient specific data fields are not required fields, except the ones required for eligibility that are marked with a * in the table below. While patient specific data fields are not required fields, lack of data will effect your score.

Note, the required fields are denoted by * in the table below. The rest of fields will remained locked until the required fields are completed. If the patient is determined ineligible after completing the required fields, the rest of the fields will remained locked. Click Save/Close and continue to enter other patients.

Step 5 Click on the label, such as **<u>Patient Number,</u>** in the ***DRP Data Record Screen*** or **<u>Help</u>** to view more information on what data to enter into each field for a patient.



Field Name	Data Format	Instructions	Reference
Patient Number *	Number, Letter or Combination	1. All patients. 2. Enter ID information of your choice. Use a system that will allow you to refer back to a patient's medical record for auditing or if NCQA has a question about the patient's data. Some practice sites use an internally assigned medical record number. The ID should not include any identifiable patient information and should be different for each patient.	
Diabetes Diagnosis*	Drop-down list ("Not Known," "Yes," "No")	1. For each patient entered, indicate if they have a diagnosis of Diabetes using the following options on the drop down list: ▪ Not Known ▪ Yes ▪ No 2. Refer to the Diabetes Value Set which is available in the Resources section of the DRP Recognition data collection tool for applicable Diabetes diagnosis codes. For additional information refer to the *DRP 2015 Requirements, Appendix 2: Patient Eligibility Criteria, Patient Identification and Sample Size Requirements*	*DRP 2015 Requirements, Appendix 2: Patient Eligibility Criteria, Patient Identification and Sample Size Requirements*
Date of Birth *	Date (MM/DD/YYYY)	1. All patients. 2. Enter date of birth as of the Index Visit Date.	
Abstraction End Date (Read Only)	Date (MM/DD/YYYY)	1. All Patients 2. This will be calculated for you based on what is entered for Patient's Last Visit Date	
Patient's Last Visit Date *	Date (MM/DD/YYYY)	1. All patients. 2. Enter patient's most recent visit that occurred *prior* to the start date.	*DRP 2015 Requirements, Appendix 2.*
Under Care for 12 Months *	Drop-down ("Not Known," "Yes," "No")	Has the patient been under the care of the applicant for at least 12 months? ▪ Not Known ▪ Yes ▪ No	
Eligibility (Read Only		1. All patients. 2. Once all the above fields are entered, the Web-based DCT then determines if the patient is eligible and displays "Eligible" or "Ineligible" in this column. 3. If the Web-based DCT answered "Eligible" for Eligibility, the rest of the fields will be unlocked and you can continue entering information for the patient. 4. If the Web-based DCT answered "Ineligible" for Eligibility, the rest of the fields will remained locked. You do not need to enter any more	

Field Name	Data Format	Instructions	Reference
		information for this patient. Select Save/Close button to continue to enter other patients.	
Gender	Drop-down ("Female," "Male")	1. All patients.	
HbA1c Test Date	Date (MM/DD/YYYY)	1. All patients. 2. Enter the date of the patient's most recent HbA1c test done within the 12-month abstraction period. If an HbA1c test was not completed during the 12-month abstraction period, leave the field blank. For additional information refer to the *DRP Requirements, CM1: Hemoglobin A1c (HbA1c) Control.*	*DRP 2015 Requirements*, *CM1: Glycated Hemoglobin (HbA1c) Control.*
HbA1c Value	Number	1. All patients. 2. Enter the value of the patient's most recent HbA1c test done within the 12-month abstraction period. Do not enter a % symbol after the value. If an HbA1c test was not completed during the 12-month abstraction period, leave the field blank.	
Blood Pressure Measurement Date	Date (MM/DD/YYYY)	1. All patients. 2. Enter the date of the patient's most recent blood pressure measurement done within the 12-month abstraction period. If a blood pressure measurement was not completed during the 12-month abstraction period, leave the field blank. For additional information refer to the *DRP Requirements, CM 2: Blood Pressure Control.*	*DRP 2015 Requirements*, *CM 2: Blood Pressure Control.*
Systolic Reading	Number	1. All patients 2. Enter the systolic value of the patient's most recent blood pressure measurement done within the 12-month abstraction period. If a blood pressure measurement was not completed during the 12-month abstraction period, leave the field blank. 3. If there are multiple blood pressure readings recorded for a single date, use the lowest systolic and lowest diastolic blood pressure on that date as the representative blood pressure	
Diastolic Reading	Number	1. All patients 2. Enter the diastolic value of the patient's most recent blood pressure measurement done within the 12-month abstraction period. If a blood pressure measurement was not completed during the 12-month abstraction period, leave the field blank. 3. If there are multiple blood pressure readings recorded for a single date, use the lowest systolic and lowest diastolic blood pressure on that date as the representative blood pressure.	

Field Name	Data Format	Instructions	Reference
Eye Exam Showing Retinopathy?	Drop-down ("Not Known," "Yes," "No")	1. All patients. 2. During the 12 months prior to the abstraction period, did a retinal or dilated eye exam show evidence of retinopathy? Choose from the following on the drop down list: • Yes (the patient showed evidence of retinopathy) • No (the patient showed no evidence of retinopathy) • Not Known	
Date of Eye Exam	Date (MM/DD/YYYY)	1. All patients. 2. Enter the date of patient's most recent retinal or dilated eye exam during the 12-month abstraction period. An exam performed in the 12 months prior to the abstraction period is acceptable if the patient showed no evidence of retinopathy.	*DRP 2015 Requirements*, *CM 3: Eye Examination*.
Smoking and Tobacco Use Status	Drop-down list ("Not Known," "Smoker," "Non-Smoker"	1. All patients 2. Enter the patient's smoking/tobacco use status by choosing from the following on the drop down list: Choose from the following on the drop down list: • Not Known • Smoker/Tobacco User • Non-Smoker/Non-Tobacco User	*DRP 2015 Requirements, CM 4: Smoking Status and Cessation Advice and Treatment*.
Date of Smoking Cessation Counseling or Treatment	Date (MM/DD/YYYY)	1. All patients. 2. Smoking status - Non-Smoker/Non-Tobacco User: If the patient is a non-smoker/non-tobacco user no date is required. Leave the field blank. 3. Smoking status – Smoker, Tobacco User or Unknown: Enter the date within the 12-month abstraction period that documents counseling or treatment for smoking cessation. If no date for counseling or treatment is found, leave the field blank.	*DRP 2015 Requirements, CM 4: Smoking Status and Cessation Advice and Treatment*.
Nephropathy Assessment Date	Date (MM/DD/YYYY)	1. All patients. 2. Enter the date of the patient's most recent nephropathy assessment done within the 12-month abstraction period. If a nephropathy assessment was not completed during the 12-month abstraction period, leave the field blank. Documentation of a nephropathy assessment must include one of the methods below. • Microalbuminuria test • Positive urinalysis for protein test • Medical attention for nephropathy • Evidence of ACE inhibitor/ARB therapy For additional information refer to the *DRP Requirements, CM 5: Nephropathy Assessment.*	*DRP 2015 Requirements*, *CM 5: Nephropathy.*

Field Name	Data Format	Instructions	Reference
Had Amputation of Both Feet and Legs?	Drop-down list (“Not Known,” “Yes,” “No”)	1. All patients. 2. Has the patient had amputation of both feet or legs? Choose from the following on the drop down list: • Yes (patient has had both feet or legs amputated) • No • Not Known	
Foot Exam Date	Date (MM/DD/YYYY)	1. All patients. 2. Amputation status – Yes: If the patient has had both feet or legs amputated no date is required. Leave the field blank. 3. Amputation status – No or Unknown: Enter the date of the patient's most recent foot exam during the 12-month abstraction period. If a foot exam was not completed during the 12-month abstraction period, leave the field blank.	*DRP 2015 Requirements, CM 6: Foot Examination*

Step 6 Click **Save/Close**.

Step 7 Click **Add New Patient** to enter the next patient’s information.

Abstraction Messages

Red ***Abstraction Messages*** may appear at the top of the page if certain conditions that are required for recognition are not met. These abstraction messages are based on required information for a particular patient entered. **You must correct ALL of abstraction messages in order to submit for recognition.**

Step 8 View ***Abstraction Messages*** at the top of the screen. Click on Patient Number link to correct/edit error.

Abstraction Issues		
	Patient: 1	
	HbA1c Control	Invalid HbA1c Value. Values of 20 or higher is abnormal. Current HbA1c Value = '10000'
	Patient: 2	
	HbA1c Control	HbA1c Value must be left blank when HbA1c Date is blank. Current HbA1c Value = '5.1'
	Patient: 3	
	Blood Pressure Control	Systolic Reading must be left blank when there is no Blood Pressure Date. Current Reading = '120'
	Blood Pressure Control	Diastolic Reading must be left blank when there is no Blood Pressure Date. Current Diastolic Reading = '80'
	Patient: 4	
	HbA1c Control	HbA1c Value must be left blank when HbA1c Date is blank. Current HbA1c Value = '11'
	Patient: 5	
	Eye Exam Showing Retinopathy	Eye Exam Date must be within the 12 month abstraction period or must be left blank. Current Value = '11/09/2010'
	Patient: 6	
	Nephropathy Test	Nephropathy Test Date must be within the 12-month abstraction period or must be left blank. Current Date = '04/03/2000'
	Patient: 7	
	Smoking Status	Smoking Cessation Date must be within the 12-month abstraction period or must be left blank. Current Date = '02/08/2000'
	Patient: 8	
	Foot Exam	Foot Exam Date must be within the 12-month abstraction period or must be left blank. Current Date = '08/08/2011'
	Patient: 11	
	Eye Exam Showing Retinopathy	"Eye Exam Date must be within the 24 months of Patient's last visit date or must be left blank. Current Value = '02/05/2012'

DRP Individual v2015 - Abstraction Data for LL test in Nov 2012 and Dec 2014 - Gene Crist

Add New Patient	View Score	Submit Data	Print
	Chart Start Date	11/12/2014	Modify

Patient Number	Patient's Last Visit Date	Eligibility	Gender	Date of HbA1c Test	HbA1c Value	Date of Most Recent Blood Pressure Test	Systolic Reading	Diastolic Reading	Eye Exam Showing Retinopathy?	Date of Most Recent EyeExam	Smoking / Tobacco User Status	Date of Most Recent Smoking / Tobacco Use Cessation Counseling	Date of Most Recent Nephropathy Test	Had Amputation of Both Feet or Legs?	Date of Most Recent Foot Examination
1	11/11/2014	Eligible	M	10/09/2014	10000	11/11/2014	140	70	Yes	12/22/2013	Non-Smoker/Non-Tobacco User		02/01/2014	No	09/09/2014
2	11/11/2014	Eligible	M		5.1	11/11/2014	130	80	No		Non-Smoker/Non-Tobacco User			No	11/11/2014
3	11/10/2014	Eligible	F	11/10/2014			120	80	No	08/29/2013	Smoker/Tobacco User		11/10/2014	No	11/10/2014
4	11/09/2014	Eligible	F		11	11/09/2014	132	73	No	07/02/2014	Smoker/Tobacco User	01/01/2014	05/05/2014	No	10/01/2014
5	11/09/2014	Eligible	F	07/14/2014	6	11/09/2014	126	76	Yes	11/09/2010	Non-Smoker/Non-Tobacco User		02/01/2014	No	11/09/2014
6	11/09/2014	Eligible	M	11/09/2014	8	11/09/2014	139	89	Yes	04/01/2014	Smoker/Tobacco User	06/12/2014	04/03/2000	No	11/09/2014
7	11/08/2014	Eligible	M	11/08/2014	9	11/08/2014	140	90	Yes	12/12/2013	Smoker/Tobacco User	02/08/2000	11/02/2014	Yes	
8	11/07/2014	Eligible	F	11/07/2014	8.3	11/07/2014	126	17	No	05/13/2014	Smoker/Tobacco User	03/30/2014	06/07/2014	Not Known	08/08/2011
9	11/05/2014	Eligible	M	04/21/2014	6	11/05/2014	140	90	No	05/05/2014	Non-Smoker/Non-Tobacco User		08/16/2014	No	11/05/2014
10	11/02/2014	Eligible	F	04/13/2014	3.2	11/02/2014	127	81	Yes	04/03/2014	Smoker/Tobacco User	10/01/2014	10/01/2014	No	11/02/2014
11	10/29/2014	Eligible	M	10/29/2014	8	10/29/2014	130	80	No	02/05/2012	Non-Smoker/Non-Tobacco User		10/29/2014	Not Known	10/29/2014

Step 9 Continue to add patients to your DCT.

Step 10 Check the number of eligible patients at the bottom of the screen for the number of eligible patients you have entered out of the total number required.

Home > Practice Sites > Nov2010 Test Practice > FirstName_ LastName_

DRP Individual v2012 - Abstraction Data for Nov2010 Test Practice - FirstName_ LastName_

Add New Patient	View Score	Submit Data	Print
	Chart Start Date	03/20/2012	Modify

Patient Number	Patient's Last Visit Date	Eligibility	Gender	Date of HbA1c Test	HbA1c Value	Date of Most Recent Blood Pressure Test	Systolic Reading	Diastolic Reading	Eye Exam Showing Retinopathy?	Date of Most Recent EyeExam	Smoking Status	Date of Most Recent Smoking Cessation Counseling	Date of Most Recent LDL Test	LDL Level	Date of Most Recent Nephropathy Test	Had Amputation of Both Feet or Legs?	Date of Most Recent Foot Examination
2048293	03/19/2012	Eligible	F	03/14/2012	6.6	03/19/2012	114	72	Not Known		Non-Smoker		04/27/2011	138		No	03/19/2012
2079139	03/16/2012	Eligible	F	11/17/2011	8.3	03/16/2012	164	72	Not Known		Smoker		11/17/2011	148	11/17/2011	Not Known	
2075603	03/15/2012	Eligible	F	03/08/2012	6.6	03/15/2012	118	78	Not Known		Non-Smoker		03/08/2012	71	09/16/2011	No	12/16/2011
2158298	03/15/2012	Eligible	F	03/03/2012	6.7	03/15/2012	110	72	No	04/12/2011	Non-Smoker		03/03/2012	101	06/01/2011	No	12/28/2011
2127557	03/14/2012	Eligible	M	03/14/2012	7.1	03/14/2012	126	86	Not Known		Non-Smoker		12/21/2011	88	12/21/2011	No	12/07/2011
2023203	03/14/2012	Eligible	F	04/11/2011	11.6	03/14/2012	132	74	Not Known		Smoker				04/11/2011	Not Known	
2026522	03/13/2012	Eligible	M	03/13/2012	7	03/13/2012	126	66	Not Known		Non-Smoker		12/12/2011	60	12/12/2011	No	09/23/2011
1011652	03/09/2012	Eligible	M	03/07/2012	8.4	03/09/2012	110	62	Not Known		Smoker		08/03/2011	85	08/03/2011	No	08/05/2011
2160109	03/09/2012	Eligible	F	03/07/2012	6.3	03/09/2012	144	72	Not Known		Non-Smoker		03/07/2012	154	03/07/2012	Not Known	
1074438	03/08/2012	Eligible	F	03/02/2012	6.1	03/08/2012	118	68	No	11/03/2011	Non-Smoker		07/19/2011	99	10/28/2011	No	11/03/2011
2084582	03/08/2012	Eligible	F	03/01/2012	6.1	03/08/2012	152	90	Not Known		Non-Smoker		03/01/2012	100	03/01/2012	No	08/05/2011
2293739	03/07/2012	Eligible	M	10/01/2011	7	03/07/2012	142	76	Not Known		Non-Smoker					Not Known	
2045585	03/07/2012	Eligible	F	03/07/2012	7.2	03/07/2012	126	70	Not Known		Non-Smoker		03/07/2012	117	11/09/2011	No	11/09/2011
2089715	03/07/2012	Eligible	F	02/01/2012	10				Not Known		Not Known					Not Known	
2043884	03/07/2012	Eligible	M	01/27/2012	5.8	03/07/2012	128	78	Not Known		Non-Smoker		03/10/2011	76	01/27/2012	No	03/07/2012
2146607	03/06/2012	Eligible	F	03/06/2012	7.8	03/06/2012	206	84	Yes	02/27/2012	Smoker	03/06/2012	03/06/2012	91	03/06/2012	No	09/01/2011
2029728	03/02/2012	Eligible	F	02/03/2012	11.3	03/02/2012	128	74	Not Known		Non-Smoker		02/03/2012	63	02/03/2012	No	12/20/2011
2126254	02/29/2012	Eligible	F	01/25/2012	8.5	02/29/2012	134	70	Not Known		Non-Smoker		01/25/2012	57	01/25/2012	No	07/21/2011
2077329	02/28/2012	Eligible	F	01/03/2012	6.9	02/28/2012	126	62	Not Known		Non-Smoker		02/24/2012	122	05/17/2011	No	09/30/2011
2075248	02/24/2012	Eligible	M	01/11/2012	6.8	02/24/2012	134	82	No	05/19/2011	Non-Smoker		01/11/2012	69	01/11/2012	No	07/01/2011
2073566	03/02/2012	Ineligible							Not Known		Not Known					Not Known	
2304360	02/24/2012	Ineligible							Not Known		Not Known					Not Known	
2053736	02/23/2012	Eligible	F	02/09/2012	6.8	02/23/2012	136	60	Not Known		Non-Smoker		02/09/2012	95	07/25/2011	No	08/02/2011
2030233	02/23/2012	Eligible	F	02/17/2012	6.5	02/23/2012	122	60	Not Known		Non-Smoker		01/04/2012	92	02/17/2012	No	08/15/2011
2070873	02/23/2012	Eligible	M	02/16/2012	6.6	02/23/2012	162	80	Not Known		Non-Smoker		11/04/2011	65	11/04/2011	No	08/26/2011
2106355	02/23/2012	Eligible	F	01/26/2012	6.5	02/23/2012	130	70	Not Known		Non-Smoker		03/24/2011	58	03/24/2011	No	08/05/2011
2128584	02/23/2012	Eligible	F	02/16/2012	6	02/23/2012	124	72	No	05/18/2011	Non-Smoker		11/08/2011	85	11/08/2011	No	08/30/2011

*25 of the required 25 eligible patients entered - **Add New Patient***

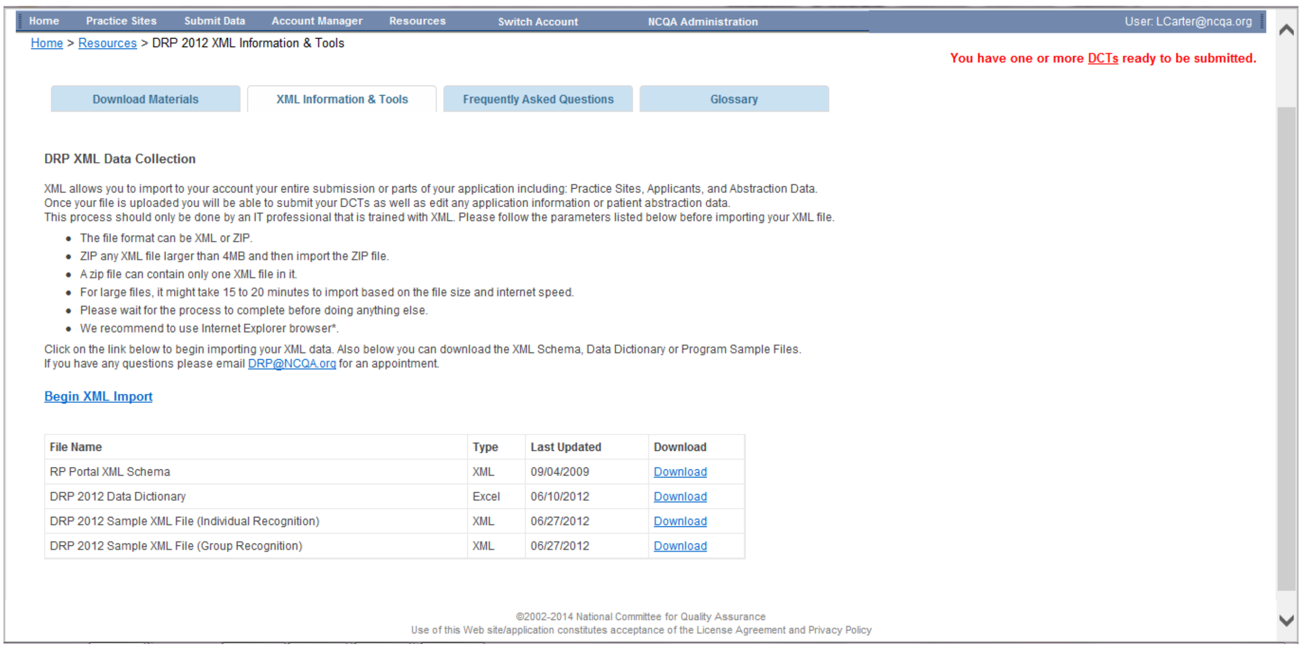
Uploading Data Collection Tool through XML

You can add a Data Collection Tool through XML schema for individuals and group recognitions. By following the steps below you can upload practice sites and workbooks for applicants through XML to your account.

Step 1 Click on ***Resources*** on the toolbar.

Step 2 Select the **XML Information & Tools** blue tab.

Step 3 Download XML materials provided for reference and for definitions by clicking Download under **Download** column.



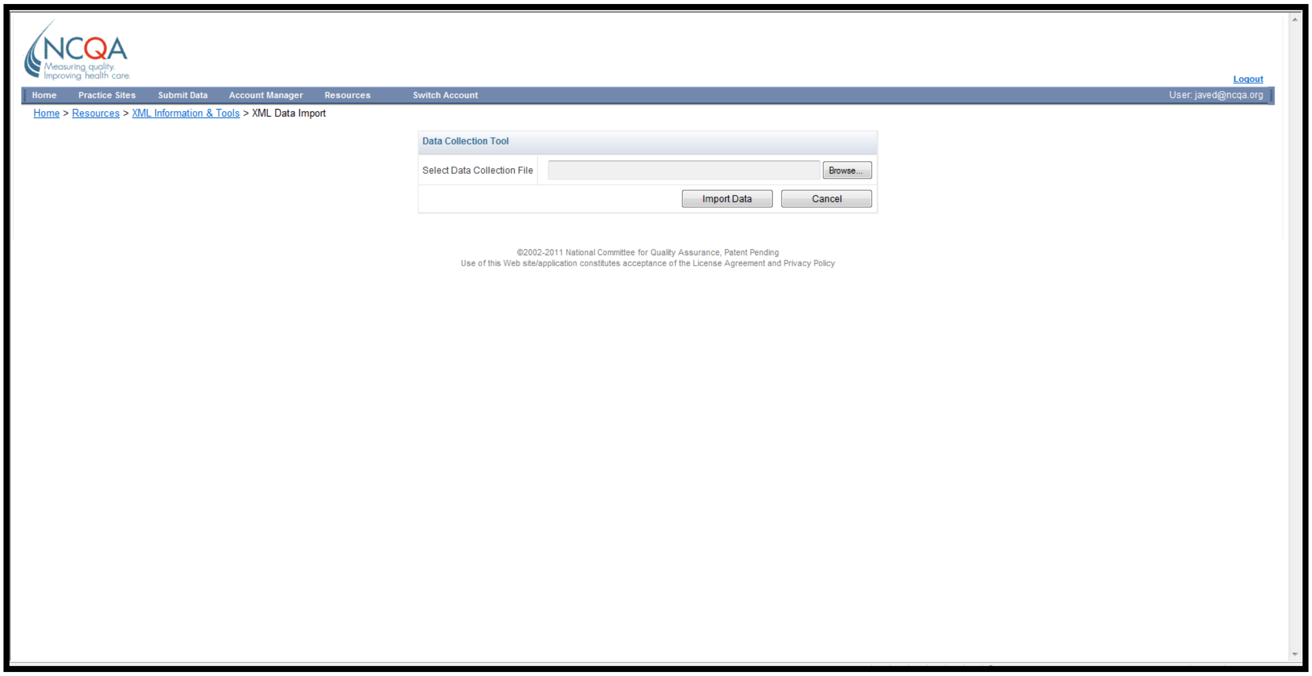
- **The file format can be XML or ZIP.**
- **ZIP any XML file larger than 4MB and then import the ZIP file.**
- **A zip file can contain only one XML file in it.**
- **For large files, it might take 15 to 20 minutes to import based on the file size and internet speed.**
- **Please wait for the process to complete before doing anything else.**

Step 4 When ready click **Begin XML Import**.

Step 5 You will be navigated to ***Data Collection Import Page***. Click **Browse** to select your XML file on your computer.

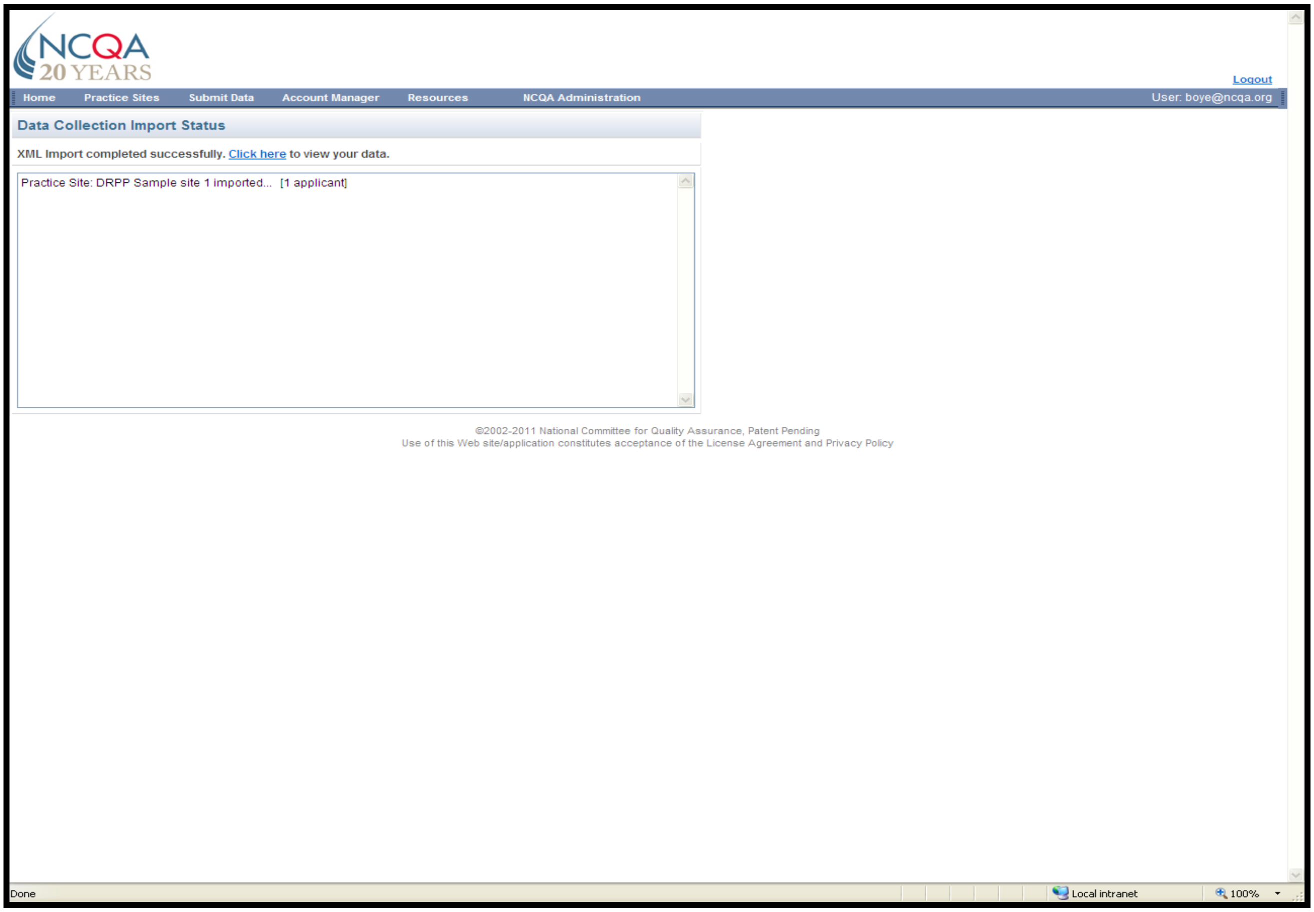
Step 6 Select XML file and click **Open** when *Choose File* popup appears.

Step 7 Click **Import Data Collection**.



Step 8 The ***Data Collection Import Status*** box will appear showing the practice site name(s) and the number applicants at each practice site(s) that were imported.

Step 9 Select **Click here** to view your own imported data.



Step 10 You will be navigated to the ***Submit*** page where you can submit DCTs and view DCTs to correct **Abstraction Messages** (see page # 26) and **View Scores (**see page # 32). To view DCT click on **DRP** under **Program** column for practice appropriate practice.

Step 11 Continue to page # 36 for information and requirements to submit a workbook.

Preliminary Results

From the DRP DCT screen, click on **View Score** to view the following information:

- Your rate and score for Clinical Measures
- Your total points

Step 1 Click **View Score** to see Preliminary Results.

Step 2 Click **Print** in the upper right hand corner of the **Preliminary Results** box.

Practice Site and Clinician Results

The ***Preliminary Results*** box allows you to view results by individual clinician or group.

To view results of another group or individual clinician, follow these steps.

Step 1 Click ***Practices Sites*** on toolbar.

Step 2 Select **[Practice Site Name]** for the preliminary results of the individual clinician or group recognition you would like to view.

Step 3 Select the **[Data Collection Tool]** under the **Program** column that you would like to view preliminary results for.

Step 4 Click **View Score** to see preliminary results.

Step 5 Click **Print** in the upper right hand corner of the **Preliminary Results** box.

Preliminary Results Table

Table columns read, from left to right:

- *Clinical Measure/Goal/Performance Criteria/Assigned Point Value -*
    - *Note: The performance criteria are the percentage of patients that must satisfy the requirements of the measure.*
- *Patient Count* - The number of patients meeting the numerator requirements.
- *Percentage of Patients* – The percentage of patients meeting the numerator requirements.
- *Awarded Points* - Number of points received for the measure.
- *Total Points* – The total number of points received for all measures.

Refer to *DRP Requirements* for more information.

Recognition Programs - Preliminary Results -- Webpage Dialog

Print

Preliminary Results for Dimitri Diabetes Medical Center - Joe Doe

Measure / Goal	Count	% Patients	Awarded Points
HbA1c Control > 9.0 % (Goal <= 15% - Max 15 Points)	3	13.64%	15
HbA1c Control < 8.0 % (Goal >= 65% - Max 10 Points)	16	72.73%	10
HbA1c Control < 7.0 % (Goal >= 40% - Max 7 Points)	8	36.36%	0
Blood Pressure Control >= 140/90 mm Hg (Goal <= 35% - Max 30 Points)	6	27.27%	30
Retinal Screening (Goal >= 60% - Max 12 Points)	21	95.45%	12
Smoking and Tobacco Use and Cessation and Treatment Assistance (Goal >= 85% - Max 12 Points)	21	95.45%	12
Nephropathy Assessment (Goal >= 85% - Max 7 Points)	21	95.45%	7
Foot Examination (Goal >= 80% - Max 7 Points)	21	95.45%	7
Total Points (Goal 70 out of 100 Possible)			**93**

Close Window

Disclaimer

Results generated or otherwise received from use of the Web-based DCT are preliminary and do not constitute a final score or Recognition from NCQA. NCQA makes a decision about awarding Recognition based on an applicant's overall performance as measured against the DRP criteria.

Submitting Data

To submit your complete data to NCQA, follow the instructions below.

The four requirements for NCQA to review your data are:

- Sign both BAA and DRP Agreement
- Receipt of application fee
- Complete data including appropriate patient sample size. Please review the **Preliminary Results** before submission to verify that each clinician or group completes the criteria for the Recognition. See page # 32. For more information on the criteria, refer to the *DRP Requirements*.
- You must correct all **Abstraction Messages** on the DCT before submitting. See page # 26 for instructions

How to submit your DCT:

- NCQA has integrated the HSRP data submission process with electronic payment. For instructions on submitting your DCT and the electronic payment system, refer to the *DRP/HSRP, Instructions for Electronic Payment and Submission of Data Collection Tools (DCTs)*.

- NCQA will review your application and notify you of your Recognition Status by e-mail within 30 - 60 days. Once a Recognition decision is completed, the DCT is no longer available to un-submit.

Feedback

NCQA welcomes any suggestions or comments you may have about the DRP. Submit comments by e-mail to DRP@ncqa.org.